



ST. AMBROSE

CATHOLIC SCHOOL

STUDENT/PARENT HANDBOOK

2018 – 2019

TABLE OF CONTENTS

General

Introduction.....	3
Mission Statements.....	3
Goals.....	4
Faculty & Staff Roster.....	5
Educational Philosophy.....	6
Accreditation.....	6
Principal's Right to Amend.....	6

Policies and Procedures

Admissions Policy.....	7
Nondiscriminatory Policy.....	8
Age Requirements.....	8
Immunization Requirements.....	8
Agenda.....	18
Archdiocesan Appeal Process.....	18
Arrival, Dismissal, and Behavior.....	20
Asbestos Information.....	21
Assignments.....	21
Athletics/Extracurricular Activities Policy and Procedures.....	21
Attendance for Students.....	22
Blogging/Computer Use.....	23
Bring Your Own Device Policy.....	24
Cafeteria Policy and Behavior.....	26
Lunch Visitation Policy.....	26
Cell Phones & Electronic Devices.....	26
Chaperones & Regular Volunteers.....	27
Child Abuse.....	27
Class Parties.....	28
Clinic.....	28
Communicable Disease Control Measures.....	29
Communication between Parents/Teachers/Administration.....	30
Conduct.....	30
Crisis Management Plan.....	31
Deliveries/Visits During the School Day.....	31
Detention.....	31
Discipline.....	31
Expectations.....	32
Code of Conduct.....	33
Discipline Ladder for Grades PreK3 – 8 th	35
Dishonesty, Cheating and Plagiarism.....	36
Electives.....	36
Eligibility Policy for Athletics/Extracurricular Activities.....	36
Emergency School Closing.....	37
Field Trips.....	37
Financial Information.....	38
Financial Responsibilities.....	39
Free Dress Code.....	40
Google Apps for Education.....	40
Graduation Requirements.....	41
Guidance.....	41
Insurance.....	41
Library.....	41
Lost and Found.....	42

Medication.....	42
Non-Custodial Parent.....	42
Parental Responsibility.....	42
Party Invitations.....	43
Personal Items.....	43
Possession or Use of Controlled Substances.....	44
Records.....	44
Renweb Instructions.....	44
Respect.....	45
Rolling Backpacks.....	45
Sacraments.....	46
Scholastic and Behavioral Dismissal.....	46
Separated and Divorced Parents.....	47
Sexual Harassment.....	47
Special Needs Learners and Referrals.....	48
Standardized Testing.....	50
Study Hall.....	50
Summer School.....	50
Tardiness.....	50
Textbooks/School Materials.....	50
Transfers/Withdrawals.....	51
Uniforms.....	51
PE Uniform for Grades 2 nd – 8 th	51
Personal Grooming.....	53
Uniform Violations.....	54
Use of School Campus and Facilities.....	55
Volunteers.....	55

Instruction and Grading

Evaluation and Reporting.....	58
Grading Scale.....	58
Homework.....	59
Honor Roll.....	59
Parent/Student/Teacher Conferences.....	60
Promotion and Retention.....	60

Organizations

St. Ambrose Before/After School Program.....	61
School Board.....	64
Parent Organization.....	65

Forms

Field Trip Permission Forms (extra copy).....	66
Technology Acceptable Use Policy.....	68
User Agreement and Parent Permission Form.....	71
Google Apps for Student Education Agreement.....	72
Bring Your Own Device Misuse Acknowledgment.....	75
Parent/Guardian/Physician Medical Consent Form for Extra-Curricular Activities.....	76
Medication Permission Form.....	80
Handbook Agreement Form.....	82
Volunteer's Code of Conduct.....	83

Calendar for 2018 - 2019	84
Notification of Emergency Conference Form	87
Life Pact	88
Student Information Form	89

INTRODUCTION

Welcome to St. Ambrose Catholic School. This handbook will serve as an introduction and a guide to our goals, policies and procedures.

The policies contained herein are for informational purposes only and should be interpreted and/or construed as such. The School maintains the right to change or withdraw any policy or matter set forth herein at any time.

This Student/Parent Handbook is for all family members concerned with St. Ambrose Catholic School. As with any handbook, it is constantly changing; and it is constantly being developed to meet the needs of the students and the school. For this reason, rules and guidelines contained here do not comprise a complete compendium, for there may be additions by announcements or changes by written notice.

CATHOLIC SCHOOLS OF TEXAS MISSION STATEMENT

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal, the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic school is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic school is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic school, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be freed to appreciate and understand the living organism called Earth and the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic school must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic school student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

ST. AMBROSE SCHOOL'S MISSION STATEMENT

St. Ambrose School and Parish are called together as a community to nurture the spiritual formation, academic excellence, physical, emotional, and social growth of all students. The uniqueness of each student is embraced in a safe, loving, caring environment. Our students are prepared to meet and respond to the opportunities and challenges of the future as responsible, Christian members of society.

GOALS OF ST. AMBROSE CATHOLIC SCHOOL

2018 - 2019

To nurture the spiritual formation, academic, physical, emotional, and social growth of all students, St. Ambrose Catholic School strives to meet the following goals:

Spiritual

- To improve opportunities for the spiritual growth of all faculty and students

Academic

- To increase technological opportunities; to differentiate instruction in order to meet the needs of all students.
- Analyze student standardized test scores on a regular basis
- Through longitudinal study, find evidence of student progress from standardized test scores compared on an annual basis.

Physical

- To provide extra-curricular physical activities to students for various grade levels.

Emotional

- To provide a safe, nurturing environment for all faculty and students

Social Growth

- To encourage appreciation for the diversity of students at St. Ambrose Catholic School.

**ST. AMBROSE CATHOLIC SCHOOL
FACULTY & STAFF ROSTER
2018 - 2019**

Sarah McDonald	Principal	Office
Danna Jankowski	Dean of Students	Office
Lori Woods	School Nurse	Clinic
Stephanie Waguespack	Administrative Assistant	Office
Barbara Kielaszek	Learning Coordinator	Office
Sara Janak	8 th homeroom, 6, 7, 8 Science	Room 25
Elizabeth Smaistrila	8 th homeroom, 6, 7, 8 Math	Room 23
Emily Lancaster	7 th homeroom, 6, 7, 8 Language Arts	Room 16
Bea Ledbetter	7 th homeroom, 6, 7, 8 Social Studies	Room 14
Susan Schmalke	6 th homeroom, 6, 7, 8 Literature	Room 24
Nickie Bounds	6 th homeroom, 6, 7, 8 Religion	Room 13
Richard Velez	5 th homeroom, 4, 5 Math, 4, 5 Soc. Studies	Room 11
Linsey Bear	5 th homeroom, 2, 3, 4, 5 Science, 4,5 Art	Room 12
Roseanne Bush	4 th homeroom, 4, 5 Lang. Arts and Reading	Room 10
Cathy Velez	3 rd homeroom, 2, 3 Math, 2, 3 Soc. Studies 2, 3 Art	Room 6
Susana Lozano	2 nd homeroom, 2, 3, 4, 5 Religion	Room 5
Vanessa Solis	3 rd homeroom, 3 Reading, 3 Language Arts	Room 7
Melinda Johnson	1 st Grade	Room 2
Audra Danna	Kindergarten	Room 3
Lucy Gutierrez	Pre-Kindergarten 4	Room 4
Natasha Gutierrez	Pre-Kindergarten 4	Room 8
Anna Valdez	Pre-Kindergarten 3	Room T-2
Mikayla Webb	Pre-Kindergarten 3	Room T-1
Diane Cobble	Girls' PE	Ath. Office
Colin Webb	Boys' PE	Ath. Office
Nancy Rivera	Spanish (PreK3 – 8)	Room 9
Megan Morris	Music (PK3 – 5)	Room 1
Michael Vargas	Computer (PK3 - 8)	Room 15
Gina Kohlschmidt	Librarian, 2 nd Reading, 2 nd Language Arts	Library
Rachel Herrera	Aide	
Cynthia Rocha	Aide	
Carol Roe	Aide	
Madison Thompson	Aide	

ST. AMBROSE SCHOOL'S EDUCATIONAL PHILOSOPHY

St. Ambrose Catholic School is part of the total Catholic Community of St. Ambrose Catholic Church. The purpose of St. Ambrose Catholic School is to make known the love of God the Father revealed through the Son, Jesus. This is achieved through the spiritual, intellectual, emotional, social and physical development of the student. At St. Ambrose Catholic School, we strive to develop the intellectual potential of each student according to his/her ability. We want our students to come to know what it means to be a Catholic Christian and to grow in the ability to respond to the demands asked of them. Self-discipline is taught as the means to obtain the high standard of moral integrity we set for our students. Everything that is done at St. Ambrose Catholic School is meant to aid in the development of the total person of each student.

While personal growth is of the utmost importance, we want our students to become aware of the needs of others, to take his/her responsibility in serving others and in helping to build Christian Community. Indeed, our students are called to truly be a witness of Christ.

SCHOOL PHONE NUMBERS

School Office	713-686-6990
Clinic	713-686-6990
School Fax	713-686-6902
Church Office	713-686-3497
Religious Education	713-686-3857
After School Program	346-617-0003
Web Page	www.sashornets.org

ACCREDITATION

St. Ambrose Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED), recognized and approved by the Texas Education Agency.

PRINCIPAL'S RIGHT TO AMEND POLICY BOOK

The school and/or the principal retain the right to amend this handbook for just cause. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents will be given prompt notification if changes are made.

POLICIES AND PROCEDURES

ADMISSIONS POLICY

St. Ambrose Catholic School is an equal opportunity, fully accredited school, housing grades pre-k3 through eighth. St. Ambrose School admits all students to the rights, privileges, programs and activities made available to the student body. The school does not discriminate on the basis of race, color, age, national or ethnic origin in the administration of its admission, loan, athletic, or scholarship programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following policies have been formulated in relation to student admissions:

Students entering St. Ambrose Catholic School must be qualified by their previous studies to pursue the course of studies they are electing. Students are expected to have a record of good standing from the school from which they transfer. Discipline records and/or Report Cards should have no conduct grades lower than an S-. All new students are admitted on a 9-week probationary basis. Admission of each student is a year-to-year contract. Registration is an invitation of acceptance to return to St. Ambrose School. The vast majority of students are in excellent standing with the school, and we welcome their return.

Students who show a lack of effort or have consistently maintained poor or failing grades in two or more subjects and/or displayed unsatisfactory conduct may not be invited to return to St. Ambrose School. **Eligibility for admission and attendance is contingent upon current payment of all tuition and fees before students are accepted for registration for the following year.**

Students may be admitted to the seventh and/or eighth grade at the start of the school year if there is space available in accordance with the established teacher/student ratio, and

- They have been attending a Catholic school in another out-of-town location, or
- They are returning to St. Ambrose School and have met all other admission requirements.

Admissions will be based on the following priorities:

- a. Students presently attending St. Ambrose School.
- b. Brothers and sisters of students presently attending St. Ambrose School.
- c. Office must be notified of siblings for enrollment during January registration.
- d. Families who have registered in St. Ambrose Parish but who currently have no children attending the school.
- e. All others.

Vacancies must exist within the established teacher/pupil ratio. All required forms must be returned and fees paid **before placement is assured.** Forms include: registration papers, emergency card, record of birth and sacraments received, health records, social security card, teacher recommendation (if applicable), and achievement records.

Students asked to withdraw or those removed from St. Ambrose School for disciplinary reasons may reapply for the upcoming school year under the following conditions:

1. Student must be in good standing and have remained free of disciplinary actions at current school.

2. Student must have completed the academic grade level the student was in while at St. Ambrose and been recommended to the next grade level by the current school.
3. Student's most recent Report Card must accompany re-admittance application. Applications will be considered no earlier than June 1st before the upcoming school year.
4. Space must be available in the student's grade level.
5. St. Ambrose principal and pastor will review the application and Report Card. Upon review the principal and pastor must agree that the student should be re-admitted to St. Ambrose. Re-admittance shall be probationary with 9-week periods set up for review. The review shall be done by the school administrator every nine (9) weeks for the school year of re-admittance.

All admissions and re-admissions are at the discretion of the administration.

NONDISCRIMINATORY POLICY REGARDING STUDENT ADMISSIONS

St. Ambrose Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

AGE REQUIREMENTS

A pupil entering Pre-K3 must have reached his/her third birthday on or before September 1. A pupil entering Pre-K4 must have reached his/her fourth birthday on or before September 1. A pupil entering Kindergarten must have reached his/her fifth birthday on or before September 1. A pupil entering first grade must have reached his/her sixth birthday on or before September 1.

Early admission may be allowed using the following guidelines:

1. St. Ambrose Catholic School is solely responsible for determining early admission.
2. Early admission is conditional and St. Ambrose Catholic School reserves the right to change placement during a 4 – 6 week probation period.
3. Test and teacher/principal/dean of students' interview are required.

Students transferring to St. Ambrose Catholic School are accepted on their grade level. The birth certificate, baptismal/sacramental certificates, social security number, most current report card, transfer notice, completed teacher recommendation form, and the standardized test results are required for enrollment. A copy of the cumulative record will be requested from the previous school for every transfer student. Additional testing may be required before the student is officially accepted into St. Ambrose School. **The ultimate approval of any applicant is at the discretion of the administration.**

IMMUNIZATION REQUIREMENTS

A health form, complete with immunization record, showing dates and kinds of immunization received must be on file for each child. All immunizations must be completed and validated by the doctor or health clinic by the time of school's opening. The following pages list the Recommended Childhood and Adolescent Immunization Schedule.

Immunization Policy – A statewide immunization policy was approved by the Texas Catholic Conference Accreditation Commission.

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D. O.) authorized to practice in the State of Texas.

Immunization Checklist

Diphtheria/tetanus/pertussis containing vaccine, ages 3 and 4 years: 4 doses	_____
Diphtheria/tetanus/pertussis containing vaccine, Kindergarten entry: 5 doses, one on or after 4 th birthday	_____
Students 7 years and older are required to have 3 doses of a tetanus/diphtheria-containing vaccine	_____
Entry, grade 7 – is required to have one booster of tetanus/diphtheria/pertussis containing vaccine, if at least 5 years have passed since the last dose of a tetanus-containing vaccine or when the 5 year interval has lapsed.	_____
Entry, grades 8-12, one dose Tdap booster when 10 years have passed since the last dose, date due:	_____
Hepatitis A, 2 doses required for children in PK and Kindergarten (1 st dose after age 1)	_____
Hepatitis B, 3 doses required for all students, PK3, 4, and grades K-12	_____
HibCV, minimum 1 dose required for children younger than 5 years, after age 1	_____
Meningococcal, 1 dose for students for entry into 7 th grade	_____
MMR required for ages 3 and 4 years: 1 st dose after age 1	_____
MMR – 2 doses for Kindergarten, (1 st dose after age 1)	_____
MMR/M – grades 1-12, (2 doses measles containing vaccine and 1 dose of rubella and mumps)	_____
PCV7, minimum 1 dose required for children 59 months and younger, after age 1	_____
Polio, ages 3 and 4: 3 doses required	_____
Polio, Kindergarten entry, 4 doses required, one dose on or after 4 th birthday or if the 3 rd dose was given after the 4 th birthday. (Required for grades 1-12)	_____
Varicella vaccine, 1 dose required for children age 3 and 4 and grades 1-6, 8-12 (2 doses if given after age 13)	_____
Varicella, 2 doses required for grades Kindergarten and 7 th	_____

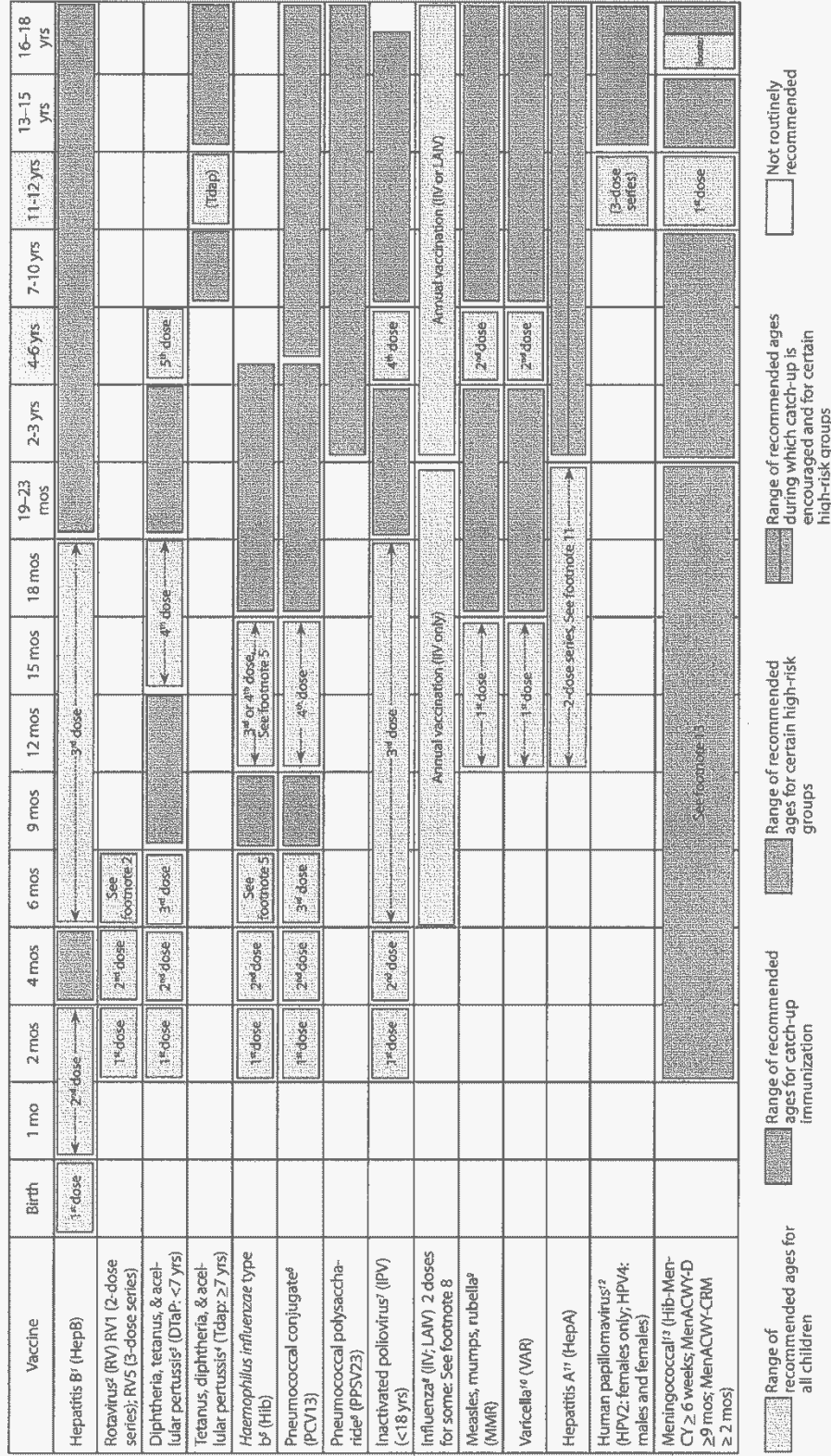
Note: The following is only required for grades K-3 in certain counties. Please check with DSHS.

Hepatitis A, two doses of Hepatitis A is required for children upon entry in **K through 3rd grade**. The 1st dose is administered on or after their 1st birthday. Requirements vary by county. Check with DSHS for up to date requirements, www.ImmunizeTexas.com

Figure 1. Recommended immunization schedule for persons aged 0 through 18 years – United States, 2014.

(FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE [FIGURE 2]).

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are in bold.



This schedule includes recommendations in effect as of January 1, 2014. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. Vaccination providers should consult the relevant Advisory Committee on Immunization Practices (ACIP) statement for detailed recommendations, available online at <http://www.cdc.gov/vaccines/imz/accip-recs/index.html>. Clinically significant adverse events that follow vaccination should be reported to the Vaccine Adverse Event Reporting System (VAERS) online (<http://www.vaers.hhs.gov>) or by telephone (800-822-7967). Suspected cases of vaccine-preventable diseases should be reported to the state or local health department. Additional information, including precautions and contraindications for vaccination, is available from CDC online (<http://www.cdc.gov/vaccines/recs/vac-admin/contraindications.htm>) or by telephone (800-CDC-INFO (800-232-4636)).

This schedule is approved by the Advisory Committee on Immunization Practices (<http://www.cdc.gov/vaccines/acip/>), the American Academy of Pediatrics (<http://www.aap.org/>), the American Academy of Family Physicians (<http://www.aafp.org/>), and the American College of Obstetricians and Gynecologists (<http://www.acog.org/>).

NOTE: The above recommendations must be read along with the footnotes of this schedule.

Footnotes — Recommended immunization schedule for persons aged 0 through 18 years—United States, 2014

For further guidance on the use of the vaccines mentioned below, see: <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.

For vaccine recommendations for persons 19 years of age and older, see the adult immunization schedule.

Additional information

- For contraindications and precautions to use of a vaccine and for additional information regarding that vaccine, vaccination providers should consult the relevant ACIP statement available online at <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.
- For purposes of calculating intervals between doses, 4 weeks = 28 days. Intervals of 4 months or greater are determined by calendar months.
- Vaccine doses administered 4 days or less before the minimum interval are considered valid. Doses of any vaccine administered ≥5 days earlier than the minimum interval or minimum age should not be counted as valid doses and should be repeated as age-appropriate. The repeat dose should be spaced after the invalid dose by the recommended minimum interval. For further details, see *MMWR, General Recommendations on Immunization and Reports* / Vol. 60 / No. 2; Table 1. *Recommended and minimum ages and intervals between vaccine doses* available online at <http://www.cdc.gov/mmwr/pdf/rr/r16002.pdf>.
- Information on travel vaccine requirements and recommendations is available at <http://wwwnc.cdc.gov/travel/destinations/list>.
- For vaccination of persons with primary and secondary immunodeficiencies, see Table 13, "Vaccination of persons with primary and secondary immunodeficiencies," in General Recommendations on Immunization (ACIP), available at <http://www.cdc.gov/mmwr/pdf/rr/r16002.pdf>; and American Academy of Pediatrics. Immunization in Special Clinical Circumstances, in Pickering LK, Baker CJ, Kimberlin DW, Long SS eds. *Red Book: 2012 report of the Committee on Infectious Diseases*. 29th ed. Elk Grove Village, IL: American Academy of Pediatrics.

1. Hepatitis B (HepB) vaccine. (Minimum age: birth)

Routine vaccination:

At birth:

- Administer monovalent HepB vaccine to all newborns before hospital discharge.
- For infants born to hepatitis B surface antigen (HBsAg)-positive mothers, administer HepB vaccine and 0.5 mL of hepatitis B immune globulin (HBIG) within 12 hours of birth. These infants should be tested for HBsAg and antibody to HBsAg (anti-HBs) 1 to 2 months after completion of the HepB series, at age 9 through 18 months (preferably at the next well-child visit).
- If mother's HBsAg status is unknown, within 12 hours of birth administer HepB vaccine regardless of birth weight. For infants weighing less than 2,000 grams, administer HBIG in addition to HepB vaccine within 12 hours of birth. Determine mother's HBsAg status as soon as possible and, if mother is HBsAg-positive, also administer HBIG for infants weighing 2,000 grams or more as soon as possible, but no later than age 7 days.

Doses following the birth dose:

- The second dose should be administered at age 1 or 2 months. Monovalent HepB vaccine should be used for doses administered before age 6 weeks.
- Infants who did not receive a birth dose should receive 3 doses of a HepB-containing vaccine on a schedule of 0, 1 to 2 months, and 6 months starting as soon as feasible. See Figure 2.
- Administer the second dose 1 to 2 months after the first dose (minimum interval of 4 weeks), administer the third dose at least 8 weeks after the second dose AND at least 16 weeks after the first dose. The final (third or fourth) dose in the HepB vaccine series should be administered no earlier than age 24 weeks.

- Administration of a total of 4 doses of HepB vaccine is permitted when a combination vaccine containing HepB is administered after the birth dose.

Catch-up vaccination:

- Unvaccinated persons should complete a 3-dose series.
- A 2-dose series (doses separated by at least 4 months) of adult formulation Recombivax HB is licensed for use in children aged 11 through 15 years.
- For other catch-up guidance, see Figure 2.

2. Rotavirus (RV) vaccines. (Minimum age: 6 weeks for both RV1 [Rotarix] and RV5 [RotaTeq])

Routine vaccination:

Administer a series of RV vaccine to all infants as follows:

1. If Rotarix is used, administer a 2-dose series at 2 and 4 months of age.
2. If RotaTeq is used, administer a 3-dose series at ages 2, 4, and 6 months.
3. If any dose in the series was RotaTeq or vaccine product is unknown for any dose in the series, a total of 3 doses of RV vaccine should be administered.

Catch-up vaccination:

- The maximum age for the first dose in the series is 14 weeks, 6 days; vaccination should not be initiated for infants aged 15 weeks, 0 days or older.
- The maximum age for the final dose in the series is 8 months, 0 days.
- For other catch-up guidance, see Figure 2.

3.

Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks.

Exception: DTaP-IPV [Kinrix]: 4 years)

Routine vaccination:

- Administer a 5-dose series of DTaP vaccine at ages 2, 4, 6, 15 through 18 months, and 4 through 6 years. The fourth dose may be administered as early as age 12 months, provided at least 6 months have elapsed since the third dose.

Catch-up vaccination:

- The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age 4 years or older.
- For other catch-up guidance, see Figure 2.

4. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 10 years for

Boostrix, 11 years for Adacel)

Routine vaccination:

- Administer 1 dose of Tdap vaccine to all adolescents aged 11 through 12 years.
- Tdap may be administered regardless of the interval since the last tetanus and diphtheria toxoid-containing vaccine.
- Administer 1 dose of Tdap vaccine to pregnant adolescents during each pregnancy (preferred during 27 through 36 weeks gestation) regardless of time since prior Td or Tdap vaccination.

Catch-up vaccination:

- Persons aged 7 years and older who are not fully immunized with DTaP vaccine should receive Tdap vaccine as 1 (preferably the first) dose in the catch-up series; if additional doses are needed, use Td vaccine. For children 7 through 10 years who receive a dose of Tdap as part of the catch-up series, an adolescent Tdap vaccine dose at age 11 through 12 years should NOT be administered. Td should be administered instead 10 years after the Tdap dose.
- Persons aged 11 through 18 years who have not received Tdap vaccine should receive a dose followed by tetanus and diphtheria toxoids (Td) booster doses every 10 years thereafter.
- Inadvertent doses of DTaP vaccine:
 - If administered inadvertently to a child aged 7 through 10 years may count as part of the catch-up series. This dose may count as the adolescent Tdap dose, or the child can later receive a Tdap booster dose at age 11 through 12 years.
 - If administered inadvertently to an adolescent aged 11 through 18 years, the dose should be counted as the adolescent Tdap booster.
- For other catch-up guidance, see Figure 2.

5. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks for PRP-T [ACTHIB, DTaP-IPV/Hib (Pentacel) and Hib-MenCY (MenHibrix)], PRP-OMP [PedvaxHIB or COMVAX], 12 months for PRP-T [Hiberix])

Routine vaccination:

- Administer a 2- or 3-dose Hib vaccine primary series and a booster dose (dose 3 or 4 depending on vaccine used in primary series) at age 12 through 15 months to complete a full Hib vaccine series.
- The primary series with ActHib, MenHibrix, or Pentacel consists of 3 doses and should be administered at 2, 4, and 6 months of age. The primary series with PedvaxHIB or COMVAX consists of 2 doses and should be administered at 2 and 4 months of age; a dose at age 6 months is not indicated.
- One booster dose (dose 3 or 4 depending on vaccine used in primary series) of any Hib vaccine should be administered at age 12 through 15 months. An exception is Hiberix vaccine. Hiberix should only be used for the booster (final) dose in children aged 12 months through 4 years who have received at least 1 prior dose of Hib-containing vaccine.

For further guidance on the use of the vaccines mentioned below, see: <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.

5. ***Haemophilus influenzae* type b (Hib) conjugate vaccine (cont'd)**
 - For recommendations on the use of MenHibrix in patients at increased risk for meningococcal disease, please refer to the meningococcal vaccine footnotes and also to *MMWR* March 22, 2013; 62(RR02);1-22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202.pdf>.

Catch-up vaccination:

 - If dose 1 was administered at ages 12 through 14 months, administer a second (final) dose at least 8 weeks after dose 1, regardless of Hib vaccine used in the primary series.
 - If the first 2 doses were PRP-OMP (PedvaxHib or COMVAX), and were administered at age 11 months or younger, the third (and final) dose should be administered at age 12 through 15 months and at least 8 weeks after the second dose.
 - If the first dose was administered at age 7 through 11 months, administer the second dose at least 4 weeks later and a third (and final) dose at age 12 through 15 months or 8 weeks after second dose, whichever is later, regardless of Hib vaccine used for first dose.
 - If first dose is administered at younger than 12 months of age and second dose is given between 12 through 14 months of age, a third (and final) dose should be given 8 weeks later.
 - For unvaccinated children aged 15 months or older, administer only 1 dose.
 - For other catch-up guidance, see Figure 2. For catch-up guidance related to MenHibrix, please see the meningococcal vaccine footnotes and also *MMWR* March 22, 2013; 62(RR02);1-22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202.pdf>.

Vaccination of persons with high-risk conditions:

 - Children aged 12 through 59 months who are at increased risk for Hib disease, including chemotherapy recipients and those with anatomic or functional asplenia (including sickle cell disease), human immunodeficiency virus (HIV) infection, immunoglobulin deficiency, or early component complement deficiency, who have received either no doses or only 1 dose of Hib vaccine before 12 months of age, should receive 2 additional doses of Hib vaccine 8 weeks apart; children who received 2 or more doses of Hib vaccine before 12 months of age should receive 1 additional dose.
 - For patients younger than 5 years of age undergoing chemotherapy or radiation treatment who received a Hib vaccine dose(s) within 14 days of starting therapy or during therapy, repeat the dose(s) at least 3 months following therapy completion.
 - Recipients of hematopoietic stem cell transplant (HSCT) should be revaccinated with a 3-dose regimen of Hib vaccine starting 6 to 12 months after successful transplant, regardless of vaccination history; doses should be administered at least 4 weeks apart.
 - A single dose of any Hib-containing vaccine should be administered to unimmunized* children and adolescents 15 months of age and older undergoing an elective splenectomy; if possible, vaccine should be administered at least 14 days before procedure.
 - Hib vaccine is not routinely recommended for patients 5 years or older. However, 1 dose of Hib vaccine should be administered to unimmunized* persons aged 5 years or older who have anatomic or functional asplenia (including sickle cell disease) and unvaccinated persons 5 through 18 years of age with human immunodeficiency virus (HIV) infection.

* Patients who have not received a primary series and booster dose or at least 1 dose of Hib vaccine after 14 months of age are considered unimmunized.
6. **Pneumococcal vaccines. (Minimum age: 6 weeks for PCV13, 2 years for PPSV23)**

Routine vaccination with PCV13:

 - Administer a 4-dose series of PCV13 vaccine at ages 2, 4, and 6 months and at age 12 through 15 months.
 - For children aged 14 through 59 months who have received an age-appropriate series of 7-valent PCV (PCV7), administer a single supplemental dose of 13-valent PCV (PCV13).

Catch-up vaccination with PCV13:

 - Administer 1 dose of PCV13 to all healthy children aged 24 through 59 months who are not completely vaccinated for their age.
 - For other catch-up guidance, see Figure 2.

Vaccination of persons with high-risk conditions with PCV13 and PPSV23:

 - All recommended PCV13 doses should be administered prior to PPSV23 vaccination if possible.
 - For children 2 through 5 years of age with any of the following conditions: chronic heart disease (particularly cyanotic congenital heart disease and cardiac failure); chronic lung disease (including asthma if treated with high-dose oral corticosteroid therapy); diabetes mellitus; cerebrospinal fluid leak; cochlear implant; sickle cell disease and other hemoglobinopathies; anatomic or functional asplenia; HIV infection; chronic renal failure; nephrotic syndrome; diseases associated with treatment with immunosuppressive drugs or radiation therapy, including malignant neoplasms, leukemias, lymphomas, and Hodgkin disease; solid organ transplantation; or congenital immunodeficiency:
 1. Administer 1 dose of PCV13 if 3 doses of PCV (PCV7 and/or PCV13) were received previously.
 2. Administer 2 doses of PCV13 at least 8 weeks apart if fewer than 3 doses of PCV (PCV7 and/or PCV13) were received previously.
6. **Pneumococcal vaccines (cont'd)**
 3. Administer 1 supplemental dose of PCV13 if 4 doses of PCV7 or other age-appropriate complete PCV7 series was received previously.
 4. The minimum interval between doses of PCV (PCV7 or PCV13) is 8 weeks.
 5. For children with no history of PPSV23 vaccination, administer PPSV23 at least 8 weeks after the most recent dose of PCV13.
 - For children aged 6 through 18 years who have cerebrospinal fluid leak; cochlear implant; sickle cell disease and other hemoglobinopathies; anatomic or functional asplenia; congenital or acquired immunodeficiencies; HIV infection; chronic renal failure; nephrotic syndrome; diseases associated with treatment with immunosuppressive drugs or radiation therapy, including malignant neoplasms, leukemias, lymphomas, and Hodgkin disease; generalized malignancy; solid organ transplantation; or multiple myeloma:
 1. If neither PCV13 nor PPSV23 has been received previously, administer 1 dose of PCV13 now and 1 dose of PPSV23 at least 8 weeks later.
 2. If PCV13 has been received previously but PPSV23 has not, administer 1 dose of PPSV23 at least 8 weeks after the most recent dose of PCV13.
 3. If PPSV23 has been received but PCV13 has not, administer 1 dose of PCV13 at least 8 weeks after the most recent dose of PPSV23.
 - For children aged 6 through 18 years with chronic heart disease (particularly cyanotic congenital heart disease and cardiac failure), diabetes mellitus, alcoholism, or chronic liver disease, who have not received PPSV23, administer 1 dose of PPSV23. If PCV13 has been received previously, then PPSV23 should be administered at least 8 weeks after any prior PCV13 dose.
 - A single revaccination with PPSV23 should be administered 5 years after the first dose to children with sickle cell disease or other hemoglobinopathies; anatomic or functional asplenia; congenital or acquired immunodeficiencies; HIV infection; chronic renal failure; nephrotic syndrome; diseases associated with treatment with immunosuppressive drugs or radiation therapy, including malignant neoplasms, leukemias, lymphomas, and Hodgkin disease; generalized malignancy; solid organ transplantation; or multiple myeloma.

Inactivated poliovirus vaccine (IPV). (Minimum age: 6 weeks)

Routine vaccination:

 - Administer a 4-dose series of IPV at ages 2, 4, 6 through 18 months, and 4 through 6 years. The final dose in the series should be administered on or after the fourth birthday and at least 6 months after the previous dose.

Catch-up vaccination:

 - In the first 6 months of life, minimum age and minimum intervals are only recommended if the person is at risk for imminent exposure to circulating poliovirus (i.e., travel to a polio-endemic region or during an outbreak).
 - If 4 or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least 6 months after the previous dose.
 - A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.
 - If both OPV and IPV were administered as part of a series, a total of 4 doses should be administered, regardless of the child's current age. IPV is not routinely recommended for U.S. residents aged 18 years or older.
 - For other catch-up guidance, see Figure 2.

Influenza vaccines. (Minimum age: 6 months for inactivated influenza vaccine [IIV], 2 years for live, attenuated influenza vaccine [LAIV])

Routine vaccination:

 - Administer influenza vaccine annually to all children beginning at age 6 months. For most healthy, nonpregnant persons aged 2 through 49 years, either LAIV or IIV may be used. However, LAIV should NOT be administered to some persons, including 1) those with asthma, 2) children 2 through 4 years who had wheezing in the past 12 months, or 3) those who have any other underlying medical conditions that predispose them to influenza complications. For all other contraindications to use of LAIV, see *MMWR* 2013; 62 (No. RR-7);1-43, available at <http://www.cdc.gov/mmwr/pdf/rr/r6207.pdf>.
 - For children aged 6 months through 8 years:
 - For the 2013-14 season, administer 2 doses (separated by at least 4 weeks) to children who are receiving influenza vaccine for the first time. Some children in this age group who have been vaccinated previously will also need 2 doses. For additional guidance, follow dosing guidelines in the 2013-14 ACIP influenza vaccine recommendations, *MMWR* 2013; 62 (No. RR-7);1-43, available at <http://www.cdc.gov/mmwr/pdf/rr/r6207.pdf>.
 - For the 2014-15 season, follow dosing guidelines in the 2014 ACIP influenza vaccine recommendations.
 - For persons aged 9 years and older:
 - Administer 1 dose.

For further guidance on the use of the vaccines mentioned below, see: <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.

9. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months for routine vaccination)
Routine vaccination:
 - Administer a 2-dose series of MMR vaccine at ages 12 through 15 months and 4 through 6 years. The second dose may be administered before age 4 years, provided at least 4 weeks have elapsed since the first dose.
 - Administer 1 dose of MMR vaccine to infants aged 6 through 11 months before departure from the United States for international travel. These children should be revaccinated with 2 doses of MMR vaccine, the first at age 12 through 15 months (12 months if the child remains in an area where disease risk is high), and the second dose at least 4 weeks later.
 - Administer 2 doses of MMR vaccine to children aged 12 months and older before departure from the United States for international travel. The first dose should be administered on or after age 12 months and the second dose at least 4 weeks later.**Catch-up vaccination:**
 - Ensure that all school-aged children and adolescents have had 2 doses of MMR vaccine; the minimum interval between the 2 doses is 4 weeks.
10. Varicella (VAR) vaccine. (Minimum age: 12 months)
Routine vaccination:
 - Administer a 2-dose series of VAR vaccine at ages 12 through 15 months and 4 through 6 years. The second dose may be administered before age 4 years, provided at least 3 months have elapsed since the first dose. If the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid.**Catch-up vaccination:**
 - Ensure that all persons aged 7 through 18 years without evidence of immunity (see *MMWR* 2007; 56 [No. RR-4], available at <http://www.cdc.gov/mmwr/pdf/rr/rr5604.pdf>) have 2 doses of varicella vaccine. For children aged 7 through 12 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons aged 13 years and older, the minimum interval between doses is 4 weeks.
11. Hepatitis A (HepA) vaccine. (Minimum age: 12 months)
Routine vaccination:
 - Initiate the 2-dose HepA vaccine series at 12 through 23 months; separate the 2 doses by 6 to 18 months.
 - Children who have received 1 dose of HepA vaccine before age 24 months should receive a second dose 6 to 18 months after the first dose.
 - For any person aged 2 years and older who has not already received the HepA vaccine series, 2 doses of HepA vaccine separated by 6 to 18 months may be administered if immunity against hepatitis A virus infection is desired.**Catch-up vaccination:**
 - The minimum interval between the two doses is 6 months.**Special populations:**
 - Administer 2 doses of HepA vaccine at least 6 months apart to previously unvaccinated persons who live in areas where vaccination programs target older children, or who are at increased risk for infection. This includes persons traveling to or working in countries that have high or intermediate endemicity of infection; men having sex with men; users of injection and non-injection illicit drugs; persons who work with HAV-infected primates or with HAV in a research laboratory; persons with clotting-factor disorders; persons with chronic liver disease; and persons who anticipate close, personal contact (e.g., household or regular babysitting) with an international adoptee during the first 60 days after arrival in the United States from a country with high or intermediate endemicity. The first dose should be administered as soon as the adoption is planned, ideally 2 or more weeks before the arrival of the adoptee.
12. Human papillomavirus (HPV) vaccines. (Minimum age: 9 years for HPV2 [Cervarix] and HPV4 [Gardasil])
Routine vaccination:
 - Administer a 3-dose series of HPV vaccine on a schedule of 0, 1-2, and 6 months to all adolescents aged 11 through 12 years. Either HPV4 or HPV2 may be used for females, and only HPV4 may be used for males.
 - The vaccine series may be started at age 9 years.
 - Administer the second dose 1 to 2 months after the first dose (minimum interval of 4 weeks), and administer the third dose 24 weeks after the first dose and 16 weeks after the second dose (minimum interval of 12 weeks).**Catch-up vaccination:**
 - Administer the vaccine series to females (either HPV2 or HPV4) and males (HPV4) at age 13 through 18 years if not previously vaccinated.
 - Use recommended routine dosing intervals (see above) for vaccine series catch-up.
13. Meningococcal conjugate vaccines. (Minimum age: 6 weeks for Hib-MenCvY [MenHibrix], 9 months for MenACWY-D [Menactra], 2 months for MenACWY-CRM [Menveo])
Routine vaccination:
 - Administer a single dose of Menactra or Menveo vaccine at age 11 through 12 years, with a booster dose at age 16 years.
 - Adolescents aged 11 through 18 years with human immunodeficiency virus (HIV) infection should receive a 2-dose primary series of Menactra or Menveo with at least 8 weeks between doses.
 - For children aged 2 months through 18 years with high-risk conditions, see below.**Catch-up vaccination:**
 - Administer Menactra or Menveo vaccine at age 13 through 18 years if not previously vaccinated.
 - If the first dose is administered at age 13 through 15 years, a booster dose should be administered at age 16 through 18 years with a minimum interval of at least 8 weeks between doses.
 - If the first dose is administered at age 16 years or older, a booster dose is not needed.
 - For other catch-up guidance, see Figure 2.**Vaccination of persons with high-risk conditions and other persons at increased risk of disease:**
 - Children with anatomic or functional asplenia (including sickle cell disease):
 1. For children younger than 19 months of age, administer a 4-dose infant series of MenHibrix or Menveo at 2, 4, 6, and 12 through 15 months of age.
 2. For children aged 19 through 23 months who have not completed a series of MenHibrix or Menveo, administer 2 primary doses of Menveo at least 3 months apart.
 3. For children aged 24 months and older who have not received a complete series of MenHibrix or Menveo or Menactra, administer 2 primary doses of either Menactra or Menveo at least 2 months apart. If Menactra is administered to a child with asplenia (including sickle cell disease), do not administer Menactra until 2 years of age and at least 4 weeks after the completion of all PCV13 doses.
 - Children with persistent complement component deficiency:
 1. For children younger than 19 months of age, administer a 4-dose infant series of either MenHibrix or Menveo at 2, 4, 6, and 12 through 15 months of age.
 2. For children 7 through 23 months who have not initiated vaccination, two options exist depending on age and vaccine brand:
 - a. For children who initiate vaccination with Menveo at 7 months through 23 months of age, a 2-dose series should be administered with the second dose after 12 months of age and at least 3 months after the first dose.
 - b. For children who initiate vaccination with Menactra at 9 months through 23 months of age, a 2-dose series of Menactra should be administered at least 3 months apart.
 - c. For children aged 24 months and older who have not received a complete series of MenHibrix, Menveo, or Menactra, administer 2 primary doses of either Menactra or Menveo at least 2 months apart.
 - For children who travel to or reside in countries in which meningococcal disease is hyperendemic or epidemic, including countries in the African meningitis belt or the Hajj, administer an age-appropriate formulation and series of Menactra or Menveo for protection against serogroups A and W meningococcal disease. Prior receipt of MenHibrix is not sufficient for children traveling to the meningitis belt or the Hajj because it does not contain serogroups A or W.
 - For children at risk during a community outbreak attributable to a vaccine serogroup, administer or complete an age- and formulation-appropriate series of MenHibrix, Menactra, or Menveo.
 - For booster doses among persons with high-risk conditions, refer to *MMWR* 2013; 62(RR02):1-22, available at <http://www.cdc.gov/mmwr/pdf/mmwr/rr6202a1.htm>.**Catch-up recommendations for persons with high-risk conditions:**
 1. If MenHibrix is administered to achieve protection against meningococcal disease, a complete age-appropriate series of MenHibrix should be administered.
 2. If the first dose of MenHibrix is given at or after 12 months of age, a total of 2 doses should be given at least 8 weeks apart to ensure protection against serogroups C and Y meningococcal disease.
 3. For children who initiate vaccination with Menveo at 7 months through 9 months of age, a 2-dose series should be administered with the second dose after 12 months of age and at least 3 months after the first dose.
 4. For other catch-up recommendations for these persons, refer to *MMWR* 2013; 62(RR02):1-22, available at <http://www.cdc.gov/mmwr/pdf/mmwr/rr6202a1.htm>.

For complete information on use of meningococcal vaccines, including guidance related to vaccination of persons at increased risk of infection, see *MMWR* March 22, 2013; 62(RR02):1-22, available at <http://www.cdc.gov/mmwr/pdf/rr/rr6202.pdf>.

FIGURE 2. Catch-up immunization schedule for persons aged 4 months through 18 years who start late or who are more than 1 month behind —United States, 2014.
The figure below provides catch-up schedules and minimum intervals between doses for children whose vaccinations have been delayed. A vaccine series does not need to be restarted, regardless of the time that has elapsed between doses. Use the section appropriate for the child's age. Always use this table in conjunction with Figure 1 and the footnotes that follow.

Vaccine	Minimum Age for Dose 1	Persons aged 4 months through 6 years			
		Minimum Interval Between Doses			
		Dose 1 to dose 2	Dose 2 to dose 3	Dose 3 to dose 4	Dose 4 to dose 5
Hepatitis B ¹	Birth	4 weeks	8 weeks and at least 16 weeks after first dose; minimum age for the final dose is 24 weeks		
Rotavirus ²	6 weeks	4 weeks	4 weeks ³		
Diphtheria, tetanus, & acellular pertussis ³	6 weeks	4 weeks	4 weeks	6 months	6 months ³
<i>Haemophilus influenzae</i> type b ⁵	6 weeks	4 weeks if first dose administered at younger than age 12 months 8 weeks (as final dose) if first dose administered at age 12 through 14 months if first dose administered at age 15 months or older	4 weeks ³ if current age is younger than 12 months and first dose administered at < 7 months old 8 weeks end age 12 months through 59 months (as final dose) ³ if current age is younger than 12 months and first dose administered between 7 through 11 months (regardless of Hib vaccine [PRP-T or PRP-OMP] used for first dose); OR if current age is 12 through 59 months and first dose administered at age 12 months or older No further doses are needed if first 2 doses were PRP-OMP administered at younger than 12 months No further doses needed if previous dose administered at age 15 months or older	8 weeks (as final dose) This dose only necessary for children aged 12 through 59 months who received 3 (PRP-T) doses before age 12 months and started the primary series before age 7 months	
Pneumococcal ⁶	6 weeks	4 weeks if first dose administered at younger than age 12 months 8 weeks (as final dose for healthy children); if first dose administered at age 12 months or older No further doses needed for healthy children if first dose administered at age 24 months or older	4 weeks ³ if current age is younger than 12 months 8 weeks (as final dose for healthy children) if current age is 12 months or older No further doses needed for healthy children if previous dose administered at age 24 months or older	8 weeks (as final dose) This dose only necessary for children aged 12 through 59 months who received 3 doses before age 12 months or for children at high risk who received 3 doses at any age	
Inactivated poliovirus ⁷	6 weeks	4 weeks ⁷	4 weeks ⁷	6 months ⁷ minimum age 4 years for final dose	
Meningococcal ¹³	6 weeks	8 weeks ¹³	See footnote 13	See footnote 13	
Measles, mumps, rubella ⁸	12 months	4 weeks			
Varicella ¹⁰	12 months	3 months			
Hepatitis A ¹¹	12 months	6 months			
Persons aged 7 through 18 years					
Tetanus, diphtheria, tetanus, diphtheria, & acellular pertussis ³	7 years ⁴	4 weeks	4 weeks if first dose of DTaP/DT administered at younger than age 12 months 6 months, if first dose of DTaP/DT administered at age 12 months or older and then no further doses needed for catch-up	6 months if first dose of DTaP/DT administered at younger than age 12 months	
Human papillomavirus ¹²	9 years		Routine dosing intervals are recommended ¹²		
Hepatitis A ¹¹	12 months	6 months			
Hepatitis B ¹	Birth	4 weeks	8 weeks (and at least 16 weeks after first dose)		
Inactivated poliovirus ⁷	6 weeks	4 weeks	4 weeks ⁷	6 months ⁷	
Meningococcal ¹³	6 weeks	8 weeks ¹³			
Measles, mumps, rubella ⁸	12 months	4 weeks			
Varicella ¹⁰	12 months	3 months if person is younger than age 13 years 4 weeks if person is aged 13 years or older			

NOTE: The above recommendations must be read along with the footnotes of this schedule.

Footnotes — Recommended immunization schedule for persons aged 0 through 18 years—United States, 2014

For further guidance on the use of the vaccines mentioned below, see: <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.

For vaccine recommendations for persons 19 years of age and older, see the adult immunization schedule.

Additional information

- For contraindications and precautions to use of a vaccine and for additional information regarding that vaccine, vaccination providers should consult the relevant ACIP statement available online at <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.
- For purposes of calculating intervals between doses, 4 weeks = 28 days. Intervals of 4 months or greater are determined by calendar months.
- Vaccine doses administered 4 days or less before the minimum interval are considered valid. Doses of any vaccine administered 25 days earlier than the minimum interval or minimum age should not be counted as valid doses and should be repeated as age-appropriate. The repeat dose should be spaced after the invalid dose by the recommended minimum interval. For further details, see *MMWR, General Recommendations on Immunization and Reports* / Vol. 60 / No. 2; Table 1. *Recommended and minimum ages and intervals between vaccine doses* available online at <http://www.cdc.gov/mmwr/pdf/rr/r16002.pdf>.
- Information on travel vaccine requirements and recommendations is available at <http://www.nncdc.gov/travel/destinations/list>.
- For vaccination of persons with primary and secondary immunodeficiencies, see Table 13, "Vaccination of persons with primary and secondary immunodeficiencies," in General Recommendations on Immunization (ACIP), available at <http://www.cdc.gov/mmwr/pdf/rr/r16002.pdf>; and American Academy of Pediatrics. Immunization in Special Clinical Circumstances, in Pickering LK, Baker CJ, Kimberlin DW, Long SS eds. *Red Book: 2012 report of the Committee on Infectious Diseases*. 29th ed. Elk Grove Village, IL: American Academy of Pediatrics.

1. Hepatitis B (HepB) vaccine. (Minimum age: birth)

Routine vaccination:

At birth:

- Administer monovalent HepB vaccine to all newborns before hospital discharge.
- For infants born to hepatitis B surface antigen (HBsAg)-positive mother's, administer HepB vaccine and 0.5 mL of hepatitis B immune globulin (HBIG) within 12 hours of birth. These infants should be tested for HBsAg and antibody to HBsAg (anti-HBs) 1 to 2 months after completion of the HepB series, at age 9 through 18 months (preferably at the next well-child visit).
- If mother's HBsAg status is unknown, within 12 hours of birth administer HepB vaccine regardless of birth weight. For infants weighing less than 2,000 grams, administer HBIG in addition to HepB vaccine within 12 hours of birth. Determine mother's HBsAg status as soon as possible and, if mother is HBsAg-positive, also administer HBIG for infants weighing 2,000 grams or more as soon as possible, but no later than age 7 days.

Doses following the birth dose:

- The second dose should be administered at age 1 or 2 months. Monovalent HepB vaccine should be used for doses administered before age 6 weeks.
- Infants who did not receive a birth dose should receive 3 doses of a HepB-containing vaccine on a schedule of 0, 1 to 2 months, and 6 months starting as soon as feasible. See Figure 2.
- Administer the second dose 1 to 2 months after the first dose (minimum interval of 4 weeks).
- Administer the third dose at least 8 weeks after the second dose AND at least 16 weeks after the first dose. The final (third or fourth) dose in the HepB vaccine series should be administered no earlier than age 24 weeks.

- Administration of a total of 4 doses of HepB vaccine is permitted when a combination vaccine containing HepB is administered after the birth dose.

Catch-up vaccination:

- Unvaccinated persons should complete a 3-dose series.
- A 2-dose series (doses separated by at least 4 months) of adult formulation Recombivax HB is licensed for use in children aged 11 through 15 years.
- For other catch-up guidance, see Figure 2.

2. Rotavirus (RV) vaccines. (Minimum age: 6 weeks for both RV1 [Rotarix] and RV5 [RotaTeq])

Routine vaccination:

Administer a series of RV vaccine to all infants as follows:

1. If Rotarix is used, administer a 2-dose series at 2 and 4 months of age.
 2. If RotaTeq is used, administer a 3-dose series at ages 2, 4, and 6 months.
- If any dose in the series was RotaTeq or vaccine product is unknown for any dose in the series, a total of 3 doses of RV vaccine should be administered.

Catch-up vaccination:

- The maximum age for the first dose in the series is 14 weeks; 6 days; vaccination should not be initiated for infants aged 15 weeks, 0 days or older.
- The maximum age for the final dose in the series is 8 months, 0 days.
- For other catch-up guidance, see Figure 2.

3.

Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks.

Exception: DTaP-IPV (Kinrix): 4 years)

Routine vaccination:

- Administer a 5-dose series of DTaP vaccine at ages 2, 4, 6, 15 through 18 months, and 4 through 6 years. The fourth dose may be administered as early as age 12 months, provided at least 6 months have elapsed since the third dose.

Catch-up vaccination:

- The fifth dose of DTaP vaccine is not necessary if the fourth dose was administered at age 4 years or older.
- For other catch-up guidance, see Figure 2.

Tetanus and diphtheria toxoids and acellular pertussis (Tdap) vaccine. (Minimum age: 10 years for Boostrix, 11 years for Adacel)

Routine vaccination:

- Administer 1 dose of Tdap vaccine to all adolescents aged 11 through 12 years.
- Tdap may be administered regardless of the interval since the last tetanus and diphtheria toxoid-containing vaccine.
- Administer 1 dose of Tdap vaccine to pregnant adolescents during each pregnancy (preferred during 27 through 36 weeks gestation) regardless of time since prior Td or Tdap vaccination.

Catch-up vaccination:

- Persons aged 7 years and older who are not fully immunized with DTaP vaccine should receive Tdap vaccine as 1 (preferably the first) dose in the catch-up series; if additional doses are needed, use Td vaccine. For children 7 through 10 years who receive a dose of Tdap as part of the catch-up series, an adolescent Tdap vaccine dose at age 11 through 12 years should NOT be administered. Td should be administered instead 10 years after the Tdap dose.
- Persons aged 11 through 18 years who have not received Tdap vaccine should receive a dose followed by tetanus and diphtheria toxoids (Td) booster doses every 10 years thereafter.
- Inadvertent doses of DTaP vaccine:
 - If administered inadvertently to a child aged 7 through 10 years may count as part of the catch-up series. This dose may count as the adolescent Tdap dose, or the child can later receive a Tdap booster dose at age 11 through 12 years.
 - If administered inadvertently to an adolescent aged 11 through 18 years, the dose should be counted as the adolescent Tdap booster.
- For other catch-up guidance, see Figure 2.

Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks for PRP-T [ACTHIB, DTaP-IPV/Hib (Pentacel)] and Hib-MenCY (MenHibrix)], PRP-OMP [PedvaxHIB or COMVAX], 12 months for PRP-T [Hibervax])

Routine vaccination:

- Administer a 2- or 3-dose Hib vaccine primary series and a booster dose (dose 3 or 4 depending on vaccine used in primary series) at age 12 through 15 months to complete a full Hib vaccine series.
- The primary series with ActHib, MenHibrix, or Pentacel consists of 3 doses and should be administered at 2, 4, and 6 months of age. The primary series with PedvaxHIB or COMVAX consists of 2 doses and should be administered at 2 and 4 months of age; a dose at age 6 months is not indicated.
- One booster dose (dose 3 or 4 depending on vaccine used in primary series) of any Hib vaccine should be administered at age 12 through 15 months. An exception is Hibervax vaccine. Hibervax should only be used for the booster (final) dose in children aged 12 months through 4 years who have received at least 1 prior dose of Hib-containing vaccine.

For further guidance on the use of the vaccines mentioned below, see: <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.

5. ***Haemophilus influenzae* type b (Hib) conjugate vaccine (cont'd)**
 - For recommendations on the use of MenHibrix in patients at increased risk for meningococcal disease, please refer to the meningococcal vaccine footnotes and also to *MMWR* March 22, 2013; 62(RR02);1–22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202.pdf>.**Catch-up vaccination:**
 - If dose 1 was administered at ages 12 through 14 months, administer a second (final) dose at least 8 weeks after dose 1, regardless of Hib vaccine used in the primary series.
 - If the first 2 doses were PRP-OMP (PedvaxHIB or COMVAX), and were administered at age 11 months or younger, the third (and final) dose should be administered at age 12 through 15 months and at least 8 weeks after the second dose.
 - If the first dose was administered at age 7 through 11 months, administer the second dose at least 4 weeks later and a third (and final) dose at age 12 through 15 months or 8 weeks after second dose, whichever is later, regardless of Hib vaccine used for first dose.
 - If first dose is administered at younger than 12 months of age and second dose is given between 12 through 14 months of age, a third (and final) dose should be given 8 weeks later.
 - For unvaccinated children aged 15 months or older, administer only 1 dose.
 - For catch-up guidance, see Figure 2. For catch-up guidance related to MenHibrix, please see the meningococcal vaccine footnotes and also *MMWR* March 22, 2013; 62(RR02);1–22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202.pdf>.**Vaccination of persons with high-risk conditions:**
 - Children aged 12 through 59 months who are at increased risk for Hib disease, including chemotherapy recipients and those with anatomic or functional asplenia (including sickle cell disease), human immunodeficiency virus (HIV) infection, immunoglobulin deficiency, or early component complement deficiency, who have received either no doses or only 1 dose of Hib vaccine before 12 months of age, should receive 2 additional doses of Hib vaccine 8 weeks apart; children who received 2 or more doses of Hib vaccine before 12 months of age should receive 1 additional dose.
 - For patients younger than 5 years of age undergoing chemotherapy or radiation treatment who received a Hib vaccine dose(s) within 14 days of starting therapy or during therapy, repeat the dose(s) at least 3 months following therapy completion.
 - Recipients of hematopoietic stem cell transplant (HSCT) should be revaccinated with a 3-dose regimen of Hib vaccine starting 6 to 12 months after successful transplant, regardless of vaccination history; doses should be administered at least 4 weeks apart.
 - A single dose of any Hib-containing vaccine should be administered to unimmunized* children and adolescents 15 months of age and older undergoing an elective splenectomy, if possible, vaccine should be administered at least 14 days before procedure.
 - Hib vaccine is not routinely recommended for patients 5 years or older who have anatomic or functional asplenia (including sickle cell disease) and unvaccinated persons 5 through 18 years of age with human immunodeficiency virus (HIV) infection.
 - * Patients who have not received a primary series and booster dose or at least 1 dose of Hib vaccine after 14 months of age are considered unimmunized.
6. **Pneumococcal vaccines. (Minimum age: 6 weeks for PCV13, 2 years for PPSV23)****Routine vaccination with PCV13:**
 - Administer a 4-dose series of PCV13 vaccine at ages 2, 4, and 6 months and at age 12 through 15 months. (PCV7), administer a single supplemental dose of 13-valent PCV (PCV13).**Catch-up vaccination with PCV13:**
 - Administer 1 dose of PCV13 to all healthy children aged 24 through 59 months who are not completely vaccinated for their age.
 - For other catch-up guidance, see Figure 2.**Vaccination of persons with high-risk conditions with PCV13 and PPSV23:**
 - All recommended PCV13 doses should be administered prior to PPSV23 vaccination if possible.
 - For children 2 through 5 years of age with any of the following conditions: chronic heart disease (particularly cyanotic congenital heart disease and cardiac failure); chronic lung disease (including asthma if treated with high-dose oral corticosteroid therapy); diabetes mellitus; cerebrospinal fluid leak; cochlear implant; sickle cell disease and other hemoglobinopathies; anatomic or functional asplenia; HIV infection; chronic renal failure; nephrotic syndrome; diseases associated with treatment with immunosuppressive drugs or radiation therapy, including malignant neoplasms, leukemias, lymphomas, and Hodgkin disease; solid organ transplantation; or congenital immunodeficiency:
 1. Administer 1 dose of PCV13 if 3 doses of PCV (PCV7 and/or PCV13) were received previously.
 2. Administer 2 doses of PCV13 at least 8 weeks apart if fewer than 3 doses of PCV (PCV7 and/or PCV13) were received previously.
6. **Pneumococcal vaccines (cont'd)**
 3. Administer 1 supplemental dose of PCV13 if 4 doses of PCV7 or other age-appropriate complete PCV7 series was received previously.
 4. The minimum interval between doses of PCV (PCV7 or PCV13) is 8 weeks.
 5. For children with no history of PPSV23 vaccination, administer PPSV23 at least 8 weeks after the most recent dose of PCV13.
 - For children aged 6 through 18 years who have cerebrospinal fluid leak; cochlear implant; sickle cell disease and other hemoglobinopathies; anatomic or functional asplenia; congenital or acquired immunodeficiencies; HIV infection; chronic renal failure; nephrotic syndrome; diseases associated with treatment with immunosuppressive drugs or radiation therapy, including malignant neoplasms, leukemias, lymphomas, and Hodgkin disease; generalized malignancy; solid organ transplantation; or multiple myeloma:
 1. If neither PCV13 nor PPSV23 has been received previously, administer 1 dose of PCV13 now and 1 dose of PPSV23 at least 8 weeks later.
 2. If PCV13 has been received previously but PPSV23 has not, administer 1 dose of PPSV23 at least 8 weeks after the most recent dose of PCV13.
 3. If PPSV23 has been received but PCV13 has not, administer 1 dose of PCV13 at least 8 weeks after the most recent dose of PPSV23.
 - For children aged 6 through 18 years with chronic heart disease (particularly cyanotic congenital heart disease and cardiac failure), chronic lung disease (including asthma if treated with high-dose oral corticosteroid therapy), diabetes mellitus, alcoholism, or chronic liver disease, who have not received PPSV23, administer 1 dose of PPSV23. If PCV13 has been received previously, then PPSV23 should be administered at least 8 weeks after any prior PCV13 dose.
 - A single revaccination with PPSV23 should be administered 5 years after the first dose to children with sickle cell disease or other hemoglobinopathies; anatomic or functional asplenia; congenital or acquired immunodeficiencies; HIV infection; chronic renal failure; nephrotic syndrome; diseases associated with treatment with immunosuppressive drugs or radiation therapy, including malignant neoplasms, leukemias, lymphomas, and Hodgkin disease; generalized malignancy; solid organ transplantation; or multiple myeloma.**Inactivated poliovirus vaccine (IPV). (Minimum age: 6 weeks)****Routine vaccination:**
 - Administer a 4-dose series of IPV at ages 2, 4, 6 through 18 months, and 4 through 6 years. The final dose in the series should be administered on or after the fourth birthday and at least 6 months after the previous dose.**Catch-up vaccination:**
 - In the first 6 months of life, minimum age and minimum intervals are only recommended if the person is at risk for imminent exposure to circulating poliovirus (i.e., travel to a polio-endemic region or during an outbreak).
 - If 4 or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years and at least 6 months after the previous dose.
 - A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.
 - If both OPV and IPV were administered as part of a series, a total of 4 doses should be administered, regardless of the child's current age. IPV is not routinely recommended for U.S. residents aged 18 years or older.
 - For other catch-up guidance, see Figure 2.**Influenza vaccines. (Minimum age: 6 months for inactivated influenza vaccine [IIV], 2 years for live, attenuated influenza vaccine [LAIV])****Routine vaccination:**
 - Administer influenza vaccine annually to all children beginning at age 6 months. For most healthy, nonpregnant persons aged 2 through 49 years, either LAIV or IIV may be used. However, LAIV should NOT be administered to some persons, including 1) those with asthma, 2) children 2 through 4 years who had wheezing in the past 12 months, or 3) those who have any other underlying medical conditions that predispose them to influenza complications. For all other contraindications to use of LAIV, see *MMWR* 2013; 62 (No. RR-7):1–43, available at <http://www.cdc.gov/mmwr/pdf/rr/r6207.pdf>.
 - For children aged 6 months through 8 years:
 - For the 2013–14 season, administer 2 doses (separated by at least 4 weeks) to children who are receiving influenza vaccine for the first time. Some children in this age group who have been vaccinated previously will also need 2 doses. For additional guidance, follow dosing guidelines in the 2013–14 ACIP influenza vaccine recommendations, *MMWR* 2013; 62 (No. RR-7):1–43, available at <http://www.cdc.gov/mmwr/pdf/rr/r6207.pdf>.
 - For the 2014–15 season, follow dosing guidelines in the 2014 ACIP influenza vaccine recommendations.
 - For persons aged 9 years and older:
 - Administer 1 dose.

For further guidance on the use of the vaccines mentioned below, see: <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>.

9. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months for routine vaccination)

Routine vaccination:

 - Administer a 2-dose series of MMR vaccine at ages 12 through 15 months and 4 through 6 years. The second dose may be administered before age 4 years, provided at least 4 weeks have elapsed since the first dose.
 - Administer 1 dose of MMR vaccine to infants aged 6 through 11 months before departure from the United States for international travel. These children should be revaccinated with 2 doses of MMR vaccine, the first at age 12 through 15 months (12 months if the child remains in an area where disease risk is high), and the second dose at least 4 weeks later.
 - Administer 2 doses of MMR vaccine to children aged 12 months and older before departure from the United States for international travel. The first dose should be administered on or after age 12 months and the second dose at least 4 weeks later.

Catch-up vaccination:

 - Ensure that all school-aged children and adolescents have had 2 doses of MMR vaccine; the minimum interval between the 2 doses is 4 weeks.
10. Varicella (VARI) vaccine. (Minimum age: 12 months)

Routine vaccination:

 - Administer a 2-dose series of VAR vaccine at ages 12 through 15 months and 4 through 6 years. The second dose may be administered before age 4 years, provided at least 3 months have elapsed since the first dose. If the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid.

Catch-up vaccination:

 - Ensure that all persons aged 7 through 18 years without evidence of immunity (see *MMWR* 2007; 56 [No. RR-4], available at <http://www.cdc.gov/mmwr/pdf/rr/r5604.pdf>) have 2 doses of varicella vaccine. For children aged 7 through 12 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons aged 13 years and older, the minimum interval between doses is 4 weeks.
11. Hepatitis A (HepA) vaccine. (Minimum age: 12 months)

Routine vaccination:

 - Initiate the 2-dose HepA vaccine series at 12 through 23 months; separate the 2 doses by 6 to 18 months.
 - Children who have received 1 dose of HepA vaccine before age 24 months should receive a second dose 6 to 18 months after the first dose.
 - For any person aged 2 years and older who has not already received the HepA vaccine series, 2 doses of HepA vaccine separated by 6 to 18 months may be administered if immunity against hepatitis A virus infection is desired.

Catch-up vaccination:

 - The minimum interval between the two doses is 6 months.

Special populations:

 - Administer 2 doses of HepA vaccine at least 6 months apart to previously unvaccinated persons who live in areas where vaccination programs target older children, or who are at increased risk for infection. This includes persons traveling to or working in countries that have high or intermediate endemicity of infection; men having sex with men; users of injection and non-injection illicit drugs; persons who work with HAV-infected primates or with HAV in a research laboratory; persons with clotting factor disorders; persons with chronic liver disease; and persons who anticipate close, personal contact (e.g., household or regular babysitting) with an international adoptee during the first 60 days after arrival in the United States from a country with high or intermediate endemicity. The first dose should be administered as soon as the adoption is planned, ideally 2 or more weeks before the arrival of the adoptee.
12. Human papillomavirus (HPV) vaccines. (Minimum age: 9 years for HPV2 [Cervarix] and HPV4 [Gardasil])

Routine vaccination:

 - Administer a 3-dose series of HPV vaccine on a schedule of 0, 1-2, and 6 months to all adolescents aged 11 through 12 years. Either HPV4 or HPV2 may be used for females, and only HPV4 may be used for males.
 - The vaccine series may be started at age 9 years.
 - Administer the second dose 1 to 2 months after the first dose (minimum interval of 4 weeks).
 - Administer the third dose 24 weeks after the first dose and 16 weeks after the second dose (minimum interval of 12 weeks).

Catch-up vaccination:

 - Administer the vaccine series to females (either HPV2 or HPV4) and males (HPV4) at age 13 through 18 years if not previously vaccinated.
 - Use recommended routine dosing intervals (see above) for vaccine series catch-up.
13. Meningococcal conjugate vaccines. (Minimum age: 6 weeks for Hib-MenCY [MenHibrix], 9 months for MenACWY-D [Menactra], 2 months for MenACWY-CRM [Menveo])

Routine vaccination:

 - Administer a single dose of Menactra or Menveo vaccine at age 11 through 12 years, with a booster dose at age 16 years.
 - Adolescents aged 11 through 18 years with human immunodeficiency virus (HIV) infection should receive a 2-dose primary series of Menactra or Menveo with at least 8 weeks between doses.
 - For children aged 2 months through 18 years with high-risk conditions, see below.

Catch-up vaccination:

 - Administer Menactra or Menveo vaccine at age 13 through 18 years if not previously vaccinated.
 - If the first dose is administered at age 13 through 15 years, a booster dose should be administered at age 16 through 18 years with a minimum interval of at least 8 weeks between doses.
 - If the first dose is administered at age 16 years or older, a booster dose is not needed.
 - For other catch-up guidance, see Figure 2.

Vaccination of persons with high-risk conditions and other persons at increased risk of disease:

 - Children with anatomic or functional asplenia (including sickle cell disease):
 1. For children younger than 19 months of age, administer a 4-dose infant series of MenHibrix or Menveo at 2, 4, 6, and 12 through 15 months of age.
 2. For children aged 19 through 23 months who have not completed a series of MenHibrix or Menveo, administer 2 primary doses of Menveo at least 3 months apart.
 3. For children aged 24 months and older who have not received a complete series of MenHibrix or Menveo or Menactra, administer 2 primary doses of either Menactra or Menveo at least 2 months apart. If Menactra is administered to a child with asplenia (including sickle cell disease), do not administer Menactra until 2 years of age and at least 4 weeks after the completion of all PCV13 doses.
 - Children with persistent complement component deficiency:
 1. For children younger than 19 months of age, administer a 4-dose infant series of either MenHibrix or Menveo at 2, 4, 6, and 12 through 15 months of age.
 2. For children 7 through 23 months who have not initiated vaccination, two options exist depending on age and vaccine brand:
 - a. For children who initiate vaccination with Menveo at 7 months through 23 months of age, a 2-dose series should be administered with the second dose after 12 months of age and at least 3 months after the first dose.
 - b. For children who initiate vaccination with Menactra at 9 months through 23 months of age, a 2-dose series of Menactra should be administered at least 3 months apart.
 - c. For children aged 24 months and older who have not received a complete series of MenHibrix, Menveo, or Menactra, administer 2 primary doses of either Menactra or Menveo at least 2 months apart.
 - For children who travel to or reside in countries in which meningococcal disease is hyperendemic or epidemic, including countries in the African meningitis belt or the Hajj, administer an age-appropriate formulation and series of Menactra or Menveo for protection against serogroups A and W meningococcal disease. Prior receipt of MenHibrix is not sufficient for children traveling to the meningitis belt or the Hajj because it does not contain serogroups A or W.
 - For children at risk during a community outbreak attributable to a vaccine serogroup, administer or complete an age- and formulation-appropriate series of MenHibrix, Menactra, or Menveo.
 - For booster doses among persons with high-risk conditions, refer to *MMWR* 2013; 62(RR02):1-22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202a1.html>.

Catch-up recommendations for persons with high-risk conditions:

 1. If MenHibrix is administered to achieve protection against meningococcal disease, a complete age-appropriate series of MenHibrix should be administered.
 2. If the first dose of MenHibrix is given at or after 12 months of age, a total of 2 doses should be given at least 8 weeks apart to ensure protection against serogroups C and Y meningococcal disease.
 3. For children who initiate vaccination with Menveo at 7 months through 9 months of age, a 2-dose series should be administered with the second dose after 12 months of age and at least 3 months after the first dose.
 4. For other catch-up recommendations for these persons, refer to *MMWR* 2013; 62(RR02):1-22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202a1.html>.

For complete information on use of meningococcal vaccines, including guidance related to vaccination of persons at increased risk of infection, see *MMWR* March 22, 2013; 62(RR02):1-22, available at <http://www.cdc.gov/mmwr/pdf/rr/r6202.pdf>.

AGENDA

Students in 2nd through 8th grade will carry an Agenda, issued to him or her by the homeroom teacher. The Agenda is an organizational tool. It is to be kept neat without scratch outs, whiteouts, or highlighting. Students will bring their Agenda to each class and have it opened on the desktop. The Agenda is used for correspondence between parents/guardians and teachers. A note may be written in the Agenda indicating missing or incomplete assignments, behavior problems, detention, missing supplies, grades, averages, handouts or to see an attached note. Parents/Guardians must sign the Agenda each school night, including Friday; indicating homework is complete and neat but not necessarily correct. **Parents may not pre-sign pages.**

All assignments must be recorded in the Agenda even if the assignments are completed during the school day. The Agenda must go home each night, whether or not homework is given, and must be signed and returned the next day. This includes Friday so that parents are aware of notes or information.

Students should record the name, address, and phone number of their study buddy(s) under the Personal Directory.

Under no circumstances may any page be ripped out. If a student doesn't have his or her agenda at school, she student will receive a paper agenda from the Dean of Students. Junior high students will be required to have a signature from the Dean of Students, the student's homeroom teacher, and the student's parent on the paper agenda. If a student cannot locate his/her agenda after one full school day, a new agenda must be immediately purchased. The replacement cost is \$10.00. In addition, the student must rewrite all previous assignments.

Students are also encouraged to record all grades and long term assignments.

ARCHDIOCESAN APPEALS PROCESS GRIEVANCE POLICY

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or legal guardian meeting the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or legal guardian's satisfaction, the parent or legal guardian may institute a formal grievance. A formal grievance must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools. Contact local School's Office for forms and procedures.

The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston (AGH) with an orderly procedure or the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance.

Scope and Statement of Non-Discrimination

No person shall be discriminated against because of filing or participating in this grievance process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and AGH levels.

Exclusions

A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During an investigation by school, local, state, or federal officials, a student will be placed on Home Study/Extended Leave. A student who is accused of serious wrongdoing may be placed in this home-study/extended leave program (under the direction of the parent/guardian), pending adjudication or an investigation into the matter. The length of time of the home-study/extended leave program may vary for each child/offense, depending upon the amount of time remaining in the school year, the type of infraction, and other factors. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. The parent/guardian will be responsible for the education of the student. A parent/guardian may not avail themselves of the grievance process when a student is placed on Home Study/Extended Leave.

Process

Level One – Informal Resolution/Conciliation (Campus Level)

Prior to following a formal grievance process, the parent/guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution. If the matter is not satisfactorily resolved with the person's direct supervisor, the parent/guardian should request a meeting with the principal. If the matter is not satisfactorily resolved with the principal, the parent/guardian should request a meeting with the pastor. If the pastor agrees with the principal's decision, the pastor may decline to meet. If the pastor agrees to meet, but the matter is not then settled satisfactorily, the parent/guardian may appeal the decision to Level Two after the parent/guardian has informed the pastor and principal of their intent to do so.

Level Two – Grievance Committee (Catholic Schools Office/AGH)

If a satisfactory resolution is not reached at Level One, the parent/guardian may appeal, in writing, to the Level Two Grievance Committee. The CSO for the AGH has established a Parent/Guardian Grievance committee for the purpose of hearing complaint appeals from Level One of the process. The committee reviewing the complaint will consist of an assistant superintendent from the CSO and two AGH principals.

To begin the Level Two process, the parent/guardian shall contact the CSO at 713-741-8704 to request the Level Two Appeal/Grievance Form. The parent/guardian has five (5) working days following the receipt of the Level Two form to the Catholic Schools Office via an email addressed to csogeneral@archgh.org, along with any additional materials or documentation the parent/guardian would like reviewed by the committee.

Other steps, the complete process, and the appeal/review functions of this grievance policy will be explained in the documents sent by the CSO to the parent/guardian requesting a Level Two grievance.

Procedural Issues

While the grievance process is designed to accommodate all parent/student disputes that may arise within the AGH, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Computation of Time for Complaints

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks, the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the CSO.

ARRIVAL, DISMISSAL AND BEHAVIOR

1. **The school cannot assume responsibility for students arriving at school prior to 7:30 A.M. Teacher supervision of students begins at 7:30 A.M. Any student arriving before 7:30 A.M. will be directed to morning care (beginning at 7:00 A.M.) in the cafeteria and the parent will be billed for this service at the price of \$1.00 each morning. Students should not be left alone either before or after school.**
2. Students are to enter the doors of Building A by the 1st grade classrooms, or Building E by the 4th and 5th grade classrooms. Students in 4th through 8th grade should proceed to the cafeteria and grades Pre-K3 through 3rd should proceed to the gym. At 7:45 A.M the students will proceed to their homerooms.
3. No student will be allowed into the classrooms prior to 7:45 A.M. without permission from a teacher and for a specific purpose. Students may be admitted to the classrooms prior to 7:45 A.M. for make-up work, extra help or for any other reason deemed necessary by a faculty member. Junior high students should sign in to the office before going to meet with a teacher.
4. At 7:45 A.M. students will go directly to their homeroom.
5. The following areas are off limits before school starts:
 - a. Hallways
 - b. Church
 - c. All Parking Lots
 - d. Driveway
 - e. Area around the Parish Hall/Auditorium/Youth Building
 - f. Playground equipment (swings, jungle gym or similar equipment) and fields
 - g. Area between auditorium and apartments
6. For the safety of the students, infractions of the above rules may result in disciplinary action.
7. Pre-K3 through 1st grades are ready for pick up at 3:00 P.M. on Monday through Thursday and 2:00 P.M. on Fridays. Their pick-up area is in front of the rectory (on the side closer to the auditorium). 2nd and 3rd grades are dismissed at 3:10 P.M. (2:10 P.M. on Friday) and should be picked up in front of the rectory. 4th and 5th grades may be picked up at 3:05 P.M. on the south side of the church (2:05 P.M. on Friday). 6th, 7th, and 8th grades will be released at 3:20 P.M. (2:20 P.M. on Friday) and can be picked up at the front sidewalk on the south side (side

near Georgi Lane). If you are picking up on the south side of the parking lot, please pull up as closely as you can to the Georgi Lane exit. Feel free to pick up your younger child first, and then drive to the upper grade pickup line. For the safety of all, please use sidewalks and the cross-walk while walking through the south side parking lot. Students must be accompanied by an adult in the parking lot at all times. Parking on Georgi Lane for student pick-up will not be permitted.

8. Younger students are taken to the After School Program at 3:15 PM (2:15 P.M. on Friday). Supervision for grades 2 through 8 ends at 3:30 P.M. (2:30 P.M. on Fridays) unless enrolled in the After School Program. Students left on the grounds after 3:30 P.M. will be sent to the After School Program and the parents will be charged up to \$10.00 per day. Students may be picked up in the After School Program and the late fee is payable at the time of pick up.

ASBESTOS INFORMATION

ASTE, LLC. conducted an Asbestos Hazard Emergency Response Act three-year re-inspection of St. Ambrose School. This work was previously authorized by the Diocese and performed in general accordance with the guidelines used since about 2002. The report made on September 20, 2013 states "The materials observed were in good condition and unlikely to be damaged under normal conditions."

ASSIGNMENTS

ABSENT WORK - When a student is absent, he or she should first access Renweb and/or talk to his or her study buddy to get any warm-ups, notes, assignments and upcoming quiz or test dates missed. The student should talk to each teacher outside of the class time or at the teacher's discretion, to be certain all assignments are known, to discuss assignment due dates, and to schedule make up times for quizzes and tests. Arrangements for make-up tests need to be made with the teacher on the day the student returns and then taken outside of the school day. Junior high students may only make-up a test or quiz before school between 7:00 and 7:30 a.m. Make-up tests or quizzes of any kind will not be completed during study hall. Students will check in to the school office prior to taking the test or quiz.

LATE WORK - The student is responsible for completing and turning in his or her assignments. Work is considered late if it is not turned in at the directed teacher time. Late assignments in grades 6th through 8th will receive a 7 point per-day deduction. After the third day late, the student will receive a zero. The same late policy will be in effect for ancillary classes.

ATHLETICS / EXTRACURRICULAR ACTIVITIES POLICY AND PROCEDURES

Students who are participating in, or attending, extra-curricular activities must have faculty and/or parent chaperones. It is important that students be picked up promptly when the activities are over. We cannot accept responsibility for students not picked up promptly after an extra-curricular event. Students not picked up ON TIME will be waiting in the After School Care room and parents will be charged for this service, including a registration fee.

Athletic and cheer uniforms will not be issued until the athletic fees are paid in full. Participation in any extracurricular activity will not be allowed until the fees associated with the activity are paid in full.

While at practices, games, pep rallies, dances, talent show, field trips, or any other related activities, appropriate, respectful and above all, Christian behavior, is expected at all times towards coaches, sponsors, other students, adults, officials/referees and individuals from other schools. Disrespectful, unsportsmanlike conduct will not be tolerated. Such behavior includes but is not limited to: being late, demonstrating a negative attitude, rolling one's eyes, talking back, using a loud or inappropriate tone and taunting others. Such offenses will result in one or more of the following consequences as deemed appropriate by the coach/sponsor: a warning, not dressing out in free dress/uniform during the school day, not participating in some or all of the activity (i.e. game, pep rally) or another appropriate consequence as outlined in the code of conduct.

More severe offenses that are especially disrespectful or potentially harmful, or a continual violation of lesser offenses, will warrant more severe consequences as deemed appropriate by the coach/sponsor, principal and possibly pastor. Such behavior includes but is not limited to: any tampering and/or destruction of any physical property on school premises or other campuses, making gestures, using foul language, making racial/sexual slurs, spitting, pushing, kicking, hitting, tripping, throwing or kicking dirt into eyes/face, and pulling pants down. These behaviors will result in one or more of the following consequences: no participation in the activity(ies) for an extended period of time, removal from the team, suspension from school, and/or another appropriate consequence.

ATTENDANCE FOR STUDENTS

In compliance with Texas Catholic Conference of Bishops Education Department (TCCBED) and the Archdiocese of Galveston-Houston, St. Ambrose Catholic School will have 180 instructional days for students each year. St. Ambrose Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/legal guardians are expected to honor the established calendar.

Daily school attendance is an effective way to assure continued academic progress. Students are to attend school unless there are valid reasons for absence. Excessive absences, as well as habitual tardiness, seriously affect school performance. Parents may be contacted when this situation arises, and consequences discussed.

Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety percent (90%) of the days the class is offered. Promotion may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).

School absence is categorized as follows:

Family Emergency - A death in the immediate family and/or serious or prolonged illness is always handled on an individual basis.

Absence Due To Illness – If a student is unable to come to school due to illness, including all dental and doctor appointments, the parent/guardian is expected to notify the school office (713-686-6990) and send a written note upon return to school. Parents/legal guardians of children in grades Pre-K3 through 5th may request assignments by 9:00 A.M; however, we strongly encourage students to have a study buddy. This study buddy can be notified and get any work needed throughout the day.

Students will be given a reasonable amount of time to make up assigned work and tests, usually the same number of days missed unless it is a prolonged absence. **If a student does not make the work up within the allocated time, he/she may receive a zero grade.**

Absences for Other Reasons - The school is not obligated to provide special services when a parent/legal guardian opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual calendar. Permission from the administrator must be obtained in writing.

Tardiness – A student is tardy for the school day if he/she arrives in their homeroom after 8:00 A.M. A student who is late is required to report to the Nurse's office to get an admission slip before being admitted to class. Habitual tardiness seriously affects school performance. Parents/legal guardians will be contacted when this situation arises, and the consequences will be discussed. Students must also report to class on time. Adequate time is allowed in the schedule to change classrooms. Students who are tardy on Wednesdays or any other church day must report directly to the church along with their backpack and belongings. Students may not enter the school buildings to drop off their sports equipment, backpacks, or to pick up a tardy slip. Students may bring their items with them to church, dropping them in the narthex. Upon entering the church, students need to sit with their class. Students will get a tardy slip after Mass. **Excessive tardiness will be subject to administrative review and possible disciplinary measures.**

Arrival/Pick-Up — The school day begins at 8:00 A.M., Monday through Friday. Pre-K3 through 1st are dismissed at 3:00 P.M. (2:00 P.M. on Friday); 2nd and 3rd at 3:10 P.M. (2:10 P.M. on Friday); 4th and 5th at 3:05 P.M. (2:05 P.M. on Friday); and 6th through 8th are dismissed at 3:20 P.M. (2:20 P.M. on Friday). Check the school calendar for other days of early dismissal.

Early Dismissal — Leaving school during the day is discouraged in order to maximize instructional time. Please make every effort to schedule routine medical and dental appointments after school hours. If necessary, students may be picked up early from school; however, a note or email (Stephanie Waguespack at swaguespack@sashornets.org) needs to be sent to the office stating the time you wish to pick your child up and the designated person who will be picking your child up. A note requesting early dismissal should be brought to the office by the student by 7:55 A.M. Parents/legal guardians or designated person must come to the office (with proper identification) to sign the child out of school. Students will be called from the classroom when parents/guardians arrive for pickup. If your child returns to school the same day, he/she must check in through the school office before proceeding to class.

BLOGGING / COMPUTER USE / CYBER-BULLYING

A weblog, which is shortened to blog, is a type of website where entries are made (such as in a journal or diary) and displayed in a reverse chronological order. Blogs offer commentary or news on a particular subject; some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages and other media related to its topic.

Blogging provides another venue for students to make threats and offers opportunities to post potentially defamatory statements about school personnel and other students. Deliberate defamation of others is not consistent with Christian values and students should be held accountable for intentional harm they cause others.

The school or parish owns the school or school's name and administrators have the right to restrict its use, in the same way student/parent handbook rules can prohibit unauthorized use of names and logos on 'blogs'.

A Catholic school administrator can impose consequences for conduct occurring outside school. What students do off-campus can detrimentally affect a school's reputation, so long as the parent/student handbook, which can and should be a contract, states that the administration reserves

the right to discipline students for off-campus conduct. (Sr. Mary Angela Shaughnessy, SCN, JD; NCEA Notes/May 2006)

Social networking websites (for example, Facebook, Instagram, SnapChat, Twitter, etc.) should contain no pictures with the St. Ambrose name or logo present in the background, on a uniform, or in any other way part of a picture.

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages, or Facebook postings, or bullying through any social network postings.
- Creating a website for the purpose of mocking certain students, or school personnel.
- Posting humiliating “photo shopped” or digitally modified images of certain students or school personnel.
- Forwarding “private” photos or videos to other students/people.
- Pretending to be someone else by using someone’s online screen.

Cyber-bullying is a form of harassment and will be treated as a severe infraction. Consequences up to and including expulsion may be taken against any person who engages in any type of harassment, including cyber-bullying.

BRING YOUR OWN DEVICE POLICY

PURPOSE

Part of the mission of St. Ambrose Catholic School is to prepare students to meet and respond to the opportunities and challenges of the future as responsible Christian members of society. As part of this commitment to growing up in a technological 21st century, St. Ambrose School introduced a Bring Your Own Device Program for 7th and 8th grade students.

IMPORTANT FACTS

- St. Ambrose will offer filtered internet access, just as our current computers have only filtered access.
- Students in 7th and 8th grade may bring a Wi-Fi enabled device only. 7th and 8th grade students will receive a username and password that will enable them to connect to the Internet via the filtered S.A.S. Student Wi-Fi network. No cell phones may be used.
- Students may only access the S.A.S. Student Wi-Fi network through his/her username and password. Students may not share or otherwise use another student’s username and password to access the S.A.S. Student Wi-Fi network
- Devices may be used only when allowed by a teacher.
- Use of technology is a privilege and not a right.
- Students are expected to exhibit digital responsibility and follow the Technology Acceptable User Policy (TAUP).

RESPONSIBILITY FOR STUDENT-OWNED DEVICES

- The technology devices students bring to school are their sole responsibility.
- Maintenance, set-up and charging are the sole responsibility of the student.

- S.A.S. staff will not store, diagnose or repair a student's device.
- The school assumes no responsibility for devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate missing items.
- Personal devices may be subject to investigation at any time. The teacher will have a copy of the password for the device.
- Students are responsible for knowing how to use their devices without reliance on teachers or staff.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices off during the day unless a teacher instructs otherwise.

APPROPRIATE STUDENT USE

- Students may use their devices only with teacher permission and not during homeroom, book exchange, passing periods or lunch time. They may also not be used during the Before or After School Program or extra-curricular activities.
- Screensavers, decorations, stickers, etc. on devices must be appropriate.
- Any audio recording, video recording, photography or texting may be done only with teacher permission. Photos of students wearing St. Ambrose Catholic School branded apparel may only be published in social media if the photos are deemed in good taste by St. Ambrose personnel. Photos of St. Ambrose Catholic Church or School or taken on St. Ambrose campus may only be published in social media if the photos are deemed in good taste by St. Ambrose personnel.
- Use of only the filtered S.A.S. Student Wi-Fi network is required. Use of 3G/4G or internet cellular network is prohibited on campus.
- St. Ambrose requires positive digital citizenship. Students will receive and must sign an acceptable use policy. By connecting to the S.A.S. Student Wi-Fi all users acknowledge and accept the terms of the St. Ambrose Acceptable Use Policy.
- Each student will take a digital citizenship/BYOD policy test and pass with 85% or more in order to have the privilege to use a device at school.
- Use of personal technology devices at school is a privilege and not a right. The privilege may be removed if abused.

TIPS FOR SUCCESS

- Clearly label all devices with the student's name.
- Students must set a password or passcode on the device.
- Bring devices to school fully charged and in good working order.
- Record the serial number and model information at home.
- Students should silence or place devices on vibrate while working in class.

PROGRAM CONSEQUENCES

- If a student chooses to connect to a network other than the S.A.S Student Wi-Fi network, or uses another student's username and password to connect to the S.A.S. Student Wi-Fi network, the device will immediately be confiscated. In addition, the parent will be notified, the student will sign a form acknowledging the misuse and a \$25 fine will be charged before the device will be returned. A \$50 fine will be charged for a repeated offense and may revoke the student's privilege to bring a device to school. This decision will be made by the Dean of Students and/or Principal.
- If a student chooses to use a personal device at an inappropriate time, the device will be confiscated, the parent will be notified, the student will sign a form acknowledging the misuse, and a \$25 fine will be charged. Repeated offenses will result in a \$50 fine and possible revocation of the student's privilege to bring a device to school.

- If a student whose privilege to BYOD has been revoked chooses to bring a device to school or uses another student's device, he/she will be fined \$100 and be suspended from school.
- **Severe misuse and several infractions may merit immediate removal of privilege, suspension, and/or dismissal from school.**

CAFETERIA POLICY AND BEHAVIOR

Simply Fresh Kitchen prepares lunches for the students of SAS. Lunches may be pre-ordered and paid for through new.simplyfreshkitchen.com. If you have questions please contact Simply Fresh Kitchen at info@thesimplyfreshkitchen or 376-571-7971.

Drinks should be limited to healthy alternatives such as water, juice, milk, and sports drinks (such as Gatorade). Carbonated drinks, energy drinks, coffee drinks, or any type of drinks with high caffeine levels, should not be brought and consumed at school.

Lunch Visitation Policy: You are welcome and encouraged to pre order and share a meal in the company of your child. Outside fast food products are permitted on special occasions, such as a birthday, **but not on a regular basis**. Meals brought for birthday celebrations or special occasions at lunch are for family members only. It is very hard for some children to sit and watch a group of others "party" while they eat their normal lunch from the cafeteria or from home. Please be sensitive to other students' feelings. If you wish to bring a birthday "treat," please furnish enough for the entire class. All lunch visitors must check into the office with proper identification and obtain a visitor pass.

Proper behavior is expected of the students during lunch time. To facilitate quick service, students should refrain from talking and go through the lunch line one time only. Each student is responsible for leaving their table area clean, depositing all trash in the proper receptacles, and pushing in their chairs.

Please, notify in writing our school nurse regarding any food-related allergies that your child might have. She will in turn notify your child's teacher(s) and the cafeteria manager.

Only students in the fourth through the eighth grades have the privilege of using the microwaves. Care must be taken so that food is not burned, students are not injured, and fire hazards are minimized.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to use electronic devices (such as IPODs, MP3 players, CD/DVD players, cameras, electronic games, etc.) on campus while school or the Before/After School Program is in session, or while participating in extracurricular school activities, without explicit administrative approval. Phone use is not allowed for any reason before or during practices, games, or club meetings or activities. Phone use will only be allowed after school events. Students may not use, wear or carry a cell phone or Apple watch (any other watch that connects to the internet, etc.) on campus during school hours. (This prohibits texting at all times.) Cell phones must be turned off and in the student's locker or backpack. A first offense of the cell phone policy results in the phone being turned over to the principal. The phone will be released only when the parent signs for it and a \$25 fee is paid. Repeated offenses will be charged a \$50 fine for each additional offense. If a student needs to use the phone, they must ask permission to come to the office. Please see the Bring Your Own Device policy for additional information concerning 7th and 8th grades.

CHAPERONES & REGULAR VOLUNTEERS

Chaperones of field trips, overnight field trips, and school volunteers who have regular contact with the students are required to participate in the VIRTUS program *Protecting God's Children*. If it has been five or more years since you attended *Protecting God's Children*, you are required to continue your VIRTUS education with *Keeping the Promise Alive*. More information about this program and registration for it can be found online at www.virtus.org. Michelle Thompson, Virtus Coordinator, can be reached in the Church Office at 713-686-3497.

CHILD ABUSE OR NEGLECT

Teacher's Responsibility to Report Suspected Child Abuse and the Procedure to Use

Texas state law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse, preferably to the Child Protective Services (CPS) Child Abuse Hotline at 1-800-252-5400 or at their website: http://www.dfps.state.tx.us/contact_us/report_abuse.asp. The hotline, located in Austin, is staffed 24 hours a day, seven days a week. Texas law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability. A report to Child Protective Services is your FIRST priority.

State Law requires that the person suspecting the abuse should be the reporter. Reporting may not be delegated to another person. You cannot rely on someone else to make the report. The law requires reports of *suspected* abuse, not an inquiry or investigation whether abuse occurred. In fact, the mental health professionals ultimately responsible for assessing a child and the prosecutors responsible for proving abuse ask that the reporter not attempt to validate the abuse. REPORT...DO NOT INVESTIGATE!

When reporting abuse to the hotline, you will be asked to provide the following information:

- a. Child's name, age, and address.
- b. Primary caretaker's name and address.
- c. Physical indicators observed.
- d. Behavioral indicators observed.
- e. Other indicators observed.
- f. Your name, position, and contact information.

Even if you do not have all this information available you must make the report.

After providing this information to the hotline caseworker, ask the caseworker for a case reference number. This number is your proof that you have made a report. Moreover, if an investigation ensues at the school, the Archdiocese will need this number, along with a written version of the report you have made to the hotline. Accordingly, soon after calling the hotline you should commit to writing all this information, along with a narrative description of your report to the caseworker.

Your suspicion of home-based abuse and the reporting of that suspicion to authorities should be treated as confidential information. The welfare of the possibly victimized child and the reputations of the family, the school and the person who made the report in good faith can all be placed in jeopardy by publishing information like this to people who have no legitimate need to know. The school principal and the Catholic Schools Office should be advised after the report is made. Otherwise the report should be kept confidential.

The Investigation

Texas law allows investigation of alleged child abuse by CPS to include an interview and examination of the child who is the subject of the report. That interview may be conducted at any reasonable time and place, including the child's school. Accordingly, when visited or otherwise contacted by authorities stating their intention to investigate child abuse, the principal or an adult designated by the principal will examine the credentials and record the investigator's name, agency and contact information and, thereafter, facilitate the interview with the alleged victim of child abuse. If CPS wishes to speak to any other children, the school will usually require the consent of the other children's parents. If the investigator has any questions about this requirement contact the Archdiocesan Legal Department. Likewise, if CPS investigators request copies of any records, their request should be discussed, if possible, with the Archdiocesan Legal Department.

State Law provides that the interview of the alleged victim of child abuse shall include "the presence of persons the department or designated agency determines are necessary." Frequently, investigators will conclude that parents and other family members are not "necessary" to the interview and should not even be advised that the interview is occurring. The parents and school personnel do not have the right to be present at the interview of the alleged victim. Do not notify the alleged victim's parents unless you are requested to do so by the CPS investigators.

The rights of CPS to investigate include the right to transport the child: therefore, the child may be taken from the school without the school's consent. State Law provides that a person commits an offense if a person attempts to interfere with the lawful transport of the alleged victim for purposes relating to the interview or investigation. Should investigators decide to transport the child from the school; the investigators ordinarily attempt to advise the victim's parents in advance. Irrespective of the investigator's attempt to do so, the school should not contact the parents until after the child has been safely removed from the school premises.

Important Phone Numbers:

CPS Abuse Hotline: 1-800-252-5400

Catholic Schools Office: 713-741-8704

Archdiocesan Legal Department: 713-652-5461

St. Ambrose Catholic School Office: 713-686-6990

CLASS PARTIES

Prior to hosting class parties, Room Parents should consult with the teacher(s) involved. Parties should be kept simple and at a minimum. The only major party is at Christmas time.

CLINIC

If your child is sent to the clinic because of serious illness or accident, you or the person you listed on the emergency card will be notified. It will be your responsibility to get medical attention for your child unless the emergency is so great that your child must be taken immediately from school to be treated. If that occurs, you will be notified as quickly as possible. Emergency rooms will not render emergency care without the parent's or guardian's written consent and/or presence.

Parent notes will be accepted for a total of five unexcused absences or P.E. excuses per school year. After that, a doctor's note will be required.

It is extremely important that all information on the emergency card is accurate and telephone numbers updated as they change.

For the protection of all students, the following rules have been set up and will be followed at all times. A student having one or more of the following symptoms will be sent home:

1. Fever of 100° or higher
2. Suspected contagious disease
3. Vomiting
4. Diarrhea
5. Undiagnosed rashes

If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A student will not be sent home to be left alone, unless your permission is given. A student will be expected to participate in all day activities following an illness unless a note from the parent is put on file in the office.

PLEASE NOTE WELL:

1. Report cases of communicable diseases to the school as soon as possible.
2. Keep your child at home when he/she has a bad cold, sore throat, fever of 100° or above, eye infection, unusual skin eruption, swollen glands, nausea, vomiting or diarrhea. Any student exhibiting such symptoms will be sent home. **Your child must be free of fever for 24 hours before returning to school.**
3. Your child should have a good and substantial breakfast before coming to school.

COMMUNICABLE DISEASE CONTROL MEASURES

For all students and personnel in Catholic Schools of the Archdiocese of Galveston-Houston:

Chicken Pox	Exclude until all lesions are dry and person is free of fever
Hepatitis	Exclude until statement from physician is received that the person is non-infectious.
Impetigo	Exclude until healed, or until non-infectious, as evidenced by a written physician statement.
Lice	A person will be sent home if head lice are found. Exclude until the hair is free of live organisms and nits.
Meningitis/ Meningococcal	Exclude until physician statement certifies that person is non-infectious
Mononucleosis (Infectious)	Exclude until released by physician
Pink Eye	Exclude until treatment has begun
Ringworm of Skin	May attend school provided person stays under treatment by physician

Streptococcal	Exclude until released by physician
Tuberculosis	Exclude until released by physician.

COMMUNICATION BETWEEN PARENTS AND TEACHERS AND/OR ADMINISTRATION

Regular communication between parents and their child's teachers is encouraged. Communication between parents and school administration is also encouraged when needed. This communication can occur by writing a note in the student's agenda, sending an email, or during scheduled meetings. It is not advisable to discuss matters with a teacher during morning homeroom or afternoon dismissal. They are supervising the students and are not able to give you their full attention. Should a serious concern arise, a formal meeting should be called to discuss the specific concern. If a concern arises regarding the class or an issue under the immediate responsibility of the teacher, then parents should contact to discuss with the teacher first before contacting the administration. If the issue is of serious concern or detrimental to the learning or safety of the school, then please contact the administration as soon as possible.

CONDUCT

Students are expected to adhere to the Code of Conduct. A student's classroom conduct and general conduct is measured according to the following scale:

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

“Homeroom Conduct” Grade is used to reflect the behavior of a student outside the classroom, such as: homeroom, hallways, cafeteria, snack, playground, assemblies, Church, field trips, at dismissal and other school sponsored activities. Teachers or staff members will note problems in the agenda and/or contact the parent by e-mail or phone.

Students who receive a U in classroom or homeroom conduct, on a progress report or report card, will not be able to participate in dances, sports, field trips, talent show, pep-rallies, or any extra-curricular activities.

The Homeroom Conduct grade will affect eligibility in the same manner as classroom conduct grades.

CRISIS MANAGEMENT PLAN

There is a Crisis Management Plan in place for St. Ambrose Catholic School. All teachers, staff and the church office have been furnished with this plan. An annual faculty meeting is held to in-service staff on the details of this plan.

DELIVERIES / VISITS DURING SCHOOL DAY

Only school personnel go directly to the classrooms. Lunches or any other items must be left with office personnel to deliver to students.

All visitors must go to the office along with valid identification and sign in. A pass will be provided to remain on school grounds. Visitors are requested to sign out in the office upon completion of visitation.

All main doors will be locked during the school day. Visitors or those picking up students for early dismissal must come to the door of Building E, ring the bell, and be recognized by the office before entering. Please bring identification to check a student out of school early.

DETENTION

LUNCH DETENTION

Lunch Detention may be given for missing or incomplete work or at a teacher's/administrator's discretion.

TEACHER DETENTION

A teacher may give a morning, lunch, or afternoon detention for behavior problems. The parent will be notified of such a detention. After a student has served two (2) teacher assigned detentions, the next offense will result in a Friday morning 7:00 AM detention.

FRIDAY MORNING DETENTION

Friday morning detention will be held on Friday mornings from 7:00 – 7:45 AM. This may be given for: cheating, foul language, forging a signature, chewing gum, three uniform violations, or other infractions at the administration's discretion. The parent will be notified of the detention. After three morning detentions, the student will be required to serve a one day In School Suspension.

DISCIPLINE (RULES AND REGULATIONS)

The true goal of any disciplinary measure in the school is to assist the student in achieving self-discipline, which will manifest itself in clear and logical reasoning, and in action that is consistent with good moral principles. Students are expected to show courtesy and respect to each other, to adults, and to themselves as well as to physical property. At no time, will defiance, violence or insubordination be tolerated.

As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes on the rights of others or interferes with the educational process, he/she must be corrected. He/she must be led to understand the reasons for any corrective measure administered.

It is helpful to all people to know the limits of Christian behavior and to have clear and concise guidelines for expected behavior. The St. Ambrose School rule in regard to disciplinary measures is as follows:

Students who misbehave and/or infringe on the academic process will have a consequence. Parents will be notified whenever a child has seriously misbehaved. If this continues, the student may not be allowed to continue to attend St. Ambrose School.

The teacher reserves the right to make his/her own classroom rules within the guidelines of school policy.

The faculty and staff of St. Ambrose Catholic School are here to encourage, support and motivate the students and families. It is with positive intentions that they put in place rules and expectations.

EXPECTATIONS

What should parents expect of St. Ambrose Catholic School?

- Quality instruction;
- Order and discipline in school and in the classroom;
- Fairness;
- Individual consideration of the child;
- Updates on the child's progress;
- Communication of problems;
- Teachers' presence at activities;
- Catholic identity.

What does St. Ambrose Catholic School expect from parents?

- Support for school policies;
- Support for teachers' decisions;
- Help with homework and assignments;
- Response to teachers' notes and messages;
- Discuss concerns with the teachers before going to the administration;
- Attend church with your child;
- Presence at school activities
- Provision of school supplies, lunch, clothing;
- Supplement/follow-through with lessons;
- Accountability for children's whereabouts.

EXPECTATIONS OF STUDENTS AT ST. AMBROSE SCHOOL PK3 – 8th

There are five positive rules:

1. Be on time.
2. Come prepared to learn.
3. Respect your rights and the rights of others.
4. Work at learning.
5. Ask for help.

CODE OF CONDUCT

This Code of Conduct is not intended to be a comprehensive list. It is merely a guide to help parents and students understand general expectations for conduct. Each infraction will be judged on an individual basis, taking into account the specific circumstances, age and development of the student, as well as his or her disciplinary record. Therefore, consequences ranging from parent notification, to silent lunch(es), to no recess(es), to detention, to ineligibility to participate in athletics/extracurricular activities, to suspension/removal from an athletic team/squad, to in-school suspension (ISS), to out of school suspension (OSS), to disciplinary probation, to expulsion, may be enforced. Furthermore, homeroom conduct grades on the student's report card will be lowered.

1. Orderly conduct expectations. Students will:

- a. Be respectful and courteous
- b. Be honest and trustworthy in word and action
- c. Be in proper school uniform
- d. Be on time and prepared for class with materials and completed assignments
- e. Follow directions of any school personnel
- f. Throw objects only in an authorized athletic activity
- g. Maintain a positive and cooperative attitude
- h. Use school phones properly and only with permission
- i. Abstain from use of a cell phone on campus. All cell phones must be kept off and remain in the student's backpack from 7:30 AM until 3:30 PM.
- j. Adhere to the "No gum or mints on campus" policy. Junior high students caught chewing gum will receive detention.

2. Major offenses include:

- a. Fighting
- b. Leaving school grounds without authorization
- c. Use or possession of an illegal drug, alcohol, narcotic, controlled substance, or tobacco product
- d. Destruction of property or vandalism of any kind
- e. Involvement in any gang-related activities
- f. Harassment, including sexual harassment and cyber-bullying
- g. Theft, cheating, forgery, or withholding of information
- h. Repeated acts of unacceptable behavior
- i. Any other act of behavior unbecoming of a St. Ambrose student

3. Harassment

Harassment, including bullying, includes but is not necessarily limited to the following:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is intimidating, including but not limited to, threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.
- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages, Facebook postings, Instagram postings or Twitter postings.
- Posting of humiliating images of students or school personnel.
- Unwelcome touching such as patting, pinching, or constant brushing against another student's body.

Bullying is a reoccurring aggressive or dominant behavior or action; not a one-time event.

4. Firearms and Weapons Policy:

Weapons such as handguns, firearms, or other similar devices are strictly prohibited from the St. Ambrose School campus. Any student with such an item found on his/her person or in his/her belongings will be subject to immediate expulsion from St. Ambrose School. In addition, information will be provided to Harris County and/or the City of Houston authorities

who will determine if criminal charges will be pursued against the student and/or the parent or guardian.

Knives, razors, or any similar articles capable of inflicting serious bodily injury are also prohibited from being brought on campus. Doing so will result in immediate probation, suspension, or expulsion at the discretion of the Principal and/or Pastor.

5. Profanity

Profanity is the use or display of obscene, vulgar, lewd, or sexually explicit words (either vocally or in writing), indecent acts, or illustrations. The use of profanity should be avoided and could result in disciplinary consequences as it does not support our mission of being Christ-like examples for others.

6. Physical Altercation

In the event of a physical altercation between two or more students the following procedures will be used:

- Parties involved will be removed from the situation as quickly as possible;
- All involved students will be examined by the school nurse;
- All students will be given an opportunity to explain their involvement;
- The school will communicate with the parents of those parties involved.

7. Public Display of Affection

All students are to refrain from physical contact such as hand-holding, hugging, and kissing. Students who engage in public displays of affection will be subject to disciplinary measure, since this offends others and distracts from the learning environment.

DISCIPLINE OF ANY ACTION NOT COVERED BY THE ABOVE IS AT THE DISCRETION OF THE TEACHER, DEAN OF STUDENTS AND/OR PRINCIPAL.

Any student who breaks rules or regulations or displays other inappropriate conduct in the major offenses category, or who continually breaks orderly conduct rules, may be subject to immediate probation, suspension or expulsion at the Principal's discretion. The Principal and/or Pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

St. Ambrose Catholic School reserves the right to search desks, lockers, and any personal property when it is deemed necessary by the administration.

DISCIPLINE LADDER FOR GRADES PRE-K3 – 8th

The faculty of St. Ambrose Catholic School believes that our school is one of the best because of the great working relationships among parents and teachers. Together we are working to cultivate students into the best version of themselves. In an effort to do this, discipline plans and policies are directed towards teaching the student responsibility and independence for his or her work, behavior, and materials.

You and your child must review the following policies and agree to abide by them:

Discipline procedures include, but are not limited to:

1. The teacher within the classroom handles the infraction.
2. The parent is contacted by the teacher.
3. The Dean of Students is contacted if problem is not remedied.
4. Parent-teacher conference or parent-teacher-administrator conference is scheduled.
5. The principal is contacted if problem is not remedied.
6. Professional evaluation may be requested, if deemed necessary by the Principal and/or the Dean of Students.
7. The school will follow guidelines deemed needed based on the results of the professional evaluation. If the student and/or parent cannot or will not follow guidelines, then the child may be asked to leave.
8. Any child who consistently disrupts learning and/or endangers others may be asked to leave.

The Discipline Ladder can be amended and steps can be skipped based on the severity of the misconduct.

Classroom rules and consequences are left to the individual teacher as long as they conform to Archdiocesan and St. Ambrose Catholic School Policies and Procedures. We will make every effort to have consequences logical to the situation. For example, if a student chooses to deface or alter the integrity of a wall surface, their consequence may be to repair/clean that area.

Possible consequences for infractions of published rules

Silent recess, silent lunch, morning or afternoon detention, and/or removal from classroom to another classroom are interchangeable and left to the teacher's discretion. Students are sent to the Dean of Students for more severe violations. Infractions that will result in these consequences are:

- Talking back to the teacher
- Refusal to do work
- Continual talking or other classroom disturbances
- Lying
- Bullying, teasing, name calling or other similar demeaning behavior
- Cheating
- Profanity
- Harassment

DISCIPLINE OF ANY ACTION NOT COVERED BY THE ABOVE LIST IS AT THE DISCRETION OF THE TEACHER, DEAN OF STUDENTS AND/OR THE PRINCIPAL.

DISHONESTY, CHEATING AND PLAGIARISM

Looking onto another's paper, asking for answers, obtaining or seeking answers electronically (for example, by camera or phone), copying and/or presenting another's work or idea as one's own is considered cheating. Additionally, knowingly assisting another by giving or showing answers is considered cheating. Cheating of any sort, or copying someone else's work, on class assignments, homework assignments, quizzes, tests, projects and/or semester exams is against the principles of St. Ambrose Catholic School.

Consequences for dishonesty, cheating and plagiarism will be determined by the Dean of Students and/or Principal based on the students' age and severity.

ELECTIVES

Students in 3rd through 8th grade have the opportunity to participate in an elective course. Guidelines will vary based on the grade level. Junior high students will be given information regarding the elective grading criteria.

ELIGIBILITY POLICY FOR ATHLETICS/EXTRACURRICULAR ACTIVITIES

A student must be present for a minimum of three hours of school to take part in that school day's after-school activity, including, but not limited to athletic practices and/or games, dances, special assemblies, etc. Exceptions may be dealt with only if there was a funeral, high school visitation, injury, or extreme emergency. The Dean of Students and/or Principal will decide if this is applicable.

Participation in any extra-curricular activity will be dependent on grades and conduct.

Eligibility based on conduct grades:

1. A U in conduct on a progress report or report card will result in an ineligibility period until the next grading period (progress report/report card) to participate in any athletics, extra-curricular activities, dances, field trips, special assemblies, academic rallies, talent show and pep rallies.
2. A student who is ineligible because of a U in conduct, may not try out for or participate in a sport, dances, field trips, talent show, pep-rallies, or extra-curricular activities during the grading period he or she is deemed ineligible. Conduct must improve to an S to reinstate eligibility.
3. "Homeroom Conduct" grade is used to reflect the behavior of a student outside the classroom, such as: homeroom, hallways, cafeteria, snack, playground, assemblies, Church, field trips, at dismissal and other school sponsored activities. Teachers or staff members will note problems in the agenda and/or email. The Homeroom Conduct grade will affect eligibility in the same manner as classroom conduct grades.
4. Ineligibility begins the following day after notification of said subject grade and/or conduct grade.

Eligibility based on subject grades:

1. An F (69% or below), on a progress report or report card, will result in an automatic ineligibility period until the next grading period (progress report/report card). During the ineligibility period, students may not participate in any extracurricular meeting, practice or game. Ineligible students may not dress out nor attend a game/event as a representative of the school. At the end of the ineligibility period, the student must have brought the class average up to a passing grade and be passing all other subjects to regain eligibility. If not, the student will remain ineligible again for another grading period.

2. A student, who is ineligible due to grades, may try out for a sport if the try-outs fall in the ineligible period. They may not participate any further; however, until the ineligibility period is completed and the grade has been brought up to eligibility status.

3. Ineligibility begins twenty-four hours after notification of said subject grade and/or conduct grade.

Junior High students who are deemed ineligible will attend a mandatory lunch study hall on Tuesday, Wednesday and Thursday in the classroom.

EMERGENCY SCHOOL CLOSING

In case of severe inclement weather or other generalized emergencies that may necessitate closing schools, St. Ambrose will follow the Archdiocesan directive. If there is no such initiative from the Catholic Schools Office, St. Ambrose School will close if HISD announces that they will be closed due to some such emergency. If there is some local emergency, such as fire, lack of water, or prolonged power outage, the local television stations, and/or our official social media pages will announce the closing of St. Ambrose School. Notification will also be sent by e-mail, phone calls and text messages through the Iris Notification System. Please be certain that all e-mail addresses, work phone numbers, home phone numbers, and cell phone numbers are updated and reported to the school office.

FIELD TRIPS

Educational field trips may be appropriate at each grade level and taken after proper planning, which includes: the assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities. Please be aware that field trips are not family outings. In some instances it may be necessary to restrict the number of chaperones on the trip. Please follow all guidelines presented by the teacher for each individual field trip.

According to state law, students are **NOT** to take part in field trips without written permission from parent/guardian. **NO EXCEPTIONS WILL BE MADE!** No phone permissions are allowed. Students and chaperones must return the specific required form completely filled out; no other form will be accepted. Parents will always be notified in advance of a planned field trip. If parents do not wish for their child to participate, the school should be notified and provisions made for the child. (A sample field trip form is provided in the back of this Policy Book.)

Field trips are privileges and students can be denied participation if they fail to meet behavioral requirements. No refunds will be given if student does not attend field trip due to illness or poor conduct.

Children must ride on the bus to the field trip location and again on the return to school. No siblings or other children may attend field trips. If a parent is chaperoning, they may **NOT** bring siblings or other children along.

FINANCIAL INFORMATION

A primary goal of St. Ambrose Catholic School is to provide a high quality education for children at a reasonable price. In doing so, the following fees and tuition rates have been set for the 2018 – 2019 school year. All fees are per student. Registration fee is due at time of re-enrollment. The Academic

Supply Fee is due by May 15th or it will be added to your FACTS tuition plan. All fees are non-refundable.

Enrollment Fees (non-refundable)

Registration fee \$ 300

Academic Supply fee (per student) \$ 575

(Includes textbooks, copied enrichment materials, standardized testing fees, student insurance, and Archdiocesan taxes)

Total \$ 875

Athletic Fees \$125 for volleyball, basketball, softball & baseball
\$125 for Junior high track
\$100 for 4th and 5th grade track
\$125 plus camp and uniform cost for cheer
\$150 for football

Club/organization Fee \$30

Tuition per Year

Catholic: Non-Catholic:

\$7,400 for 1st student

\$7,913

\$6,600 for 2nd student

\$6,290 for 3rd student

\$5,920 for 4th student

There are four options for payment of tuition.

Option 1: Pay tuition in full by August 15th and receive a 3% discount per student.

Option 2: Pay tuition in two equal payments by August 15th and January 15th and receive a 1.5% discount per student.

Option 3: Pay your tuition in 10 monthly payments starting in August. For those who choose to make monthly payments, you will be required to make payments through FACTS Tuition Management.

Option 4: Pay your tuition in 12 monthly payments starting in June. For those who choose to make monthly payments, you will be required to make payments through FACTS Tuition Management.

Fundraising Requirement: There is a \$200 per student fundraising requirement. If not fully met, then the remaining requirement will be billed through FACTS on April 1, 2019.

Volunteer Requirement: Eight parent volunteer hours (per student) will be required throughout the school year. Those families that have not completed their commitment by May 15, 2019 will be billed at a rate of \$50/hour for the outstanding balance of hours.

For the 2019-2020 academic school year, all families will be required to setup an account through FACTS Tuition Management. <https://factsmgt.com/services/tuition-management/> You may pay via bank draft or credit card through FACTS. A FACTS service fee will be assessed. The service fee is non-refundable. Should a payment amount or method change, the service fee will change accordingly. No tuition payments should come directly to the school office.

FINANCIAL RESPONSIBILITIES

Tuition/Fee Policy

All Monthly Payments are due on the 5th or the 15th of the month. The due date selected for payment can be changed for a \$30 processing fee, due at the time of the request. All bank charges incurred by the school for insufficient funds will be charged to the family along with a \$30 NSF fee. If two or more checks are returned for insufficient funds in a calendar school year, all future payments will need to be made in cash, cashier check, or money order.

Full Year Obligation

I agree that I will pay the full amount required by this agreement for the entire School year, without rebate for the student's withdrawing; provided, that a pro rata tuition rebate will be granted by the School if withdrawal from the School is the result of extended illness or the School's request that the student withdraw.

Delinquency Policy

Timely payment of tuition in accordance with this agreement and of other school fees, including Extended Day fees, is important to the operating budget of the School. I therefore understand and agree to the following Delinquency Policies:

30 Days Delinquency:

1. Report Cards/Progress Reports will not be released
2. Transcripts and school records will not be released
3. Students will not participate in Honor Roll Awards

45 Days Delinquency:

1. All of the above
2. Mandatory meeting with the Principal and Business Manager
3. Students will not participate in extracurricular activities including, but not limited to: athletics, school clubs or competitions

75 Days Delinquency:

1. All of the above
2. Immediate referral to the School Board Tuition Review Committee to determine continued enrollment at St. Ambrose Catholic School
3. The school reserves the right not to allow students to take midterm or final exams if tuition or other fees are delinquent over 75 days.

Readmission for the following semester will not be allowed for families who have neither paid all tuition due, nor made acceptable arrangements. For prospective Graduates, all fees and tuition must be paid on or before April 15th in order to participate in any trips, activities, or ceremonies.

St. Ambrose Catholic School will not release records to the family or another school, including records of student performance (i.e. report cards, progress reports, etc.) and will not certify student for advancement or transfer until the delinquent account is paid in full at the end of the school year.

If there are recurrent problems in tuition collection, acceptance of registration for the next school year will be conditioned on the approval of the School Board and may be contingent upon payment, in advance (by August 1) and in full, of tuition and fees.

Limited financial aid is available through the Archdiocese and through the school. Families will be informed about the awarding of financial aid during the last quarter of the preceding school year. All applications for financial aid are made through a company entitled FACTS Tuition Management. These applications will be available online at www.choosecatholicschools.org in January of each school year. Please watch the newsletter for more specific information.

FREE DRESS CODE

Free dress may be worn on certain designated days. Free dress consists of nice, school-appropriate attire.

Tops: T-shirts should not be imprinted with unacceptable language, pictures or logos. No bare midriffs, low-cut blouses, or tank tops may be worn. Untucked shirts are acceptable as long as they are tidy in appearance.

Bottoms: Jeans should be free of holes and all pants should be worn at the natural waist level. School uniform shorts may be worn. These are the only type of shorts allowed. Capri pants for girls must be no higher than the middle of the calf. Leggings may only be worn with a dress or tunic of appropriate length. Sweatpants, wind pants, joggers, or yoga pants may not be worn.

Excessive exposure of skin in the chest, shoulder, and back areas is prohibited.

Shoes: No open-toed shoes or high heels are allowed. Closed-toe tennis shoes, Sperry's and Croc-like shoes may be worn as long as the back strap is worn securely in place. Socks must be worn. Free dress apparel that is distracting or endangers the child's safety may be determined by the child's homeroom teacher. The administration will provide proper attire for those students choosing not to adhere to the free dress code. **On free dress days, students should bring P.E. uniforms and tennis shoes for class.**

GOOGLE APPS FOR EDUCATION

St. Ambrose Catholic School will provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the St. Ambrose Catholic School.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

The following services are available to each student and hosted by Google as part of St. Ambrose's online presence in Google Apps for Education:

- **Mail** - an individual email account for school use managed by the St. Ambrose Catholic School
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

GRADUATION REQUIREMENTS

Failure in three or more major subjects results in inability to graduate and participate in graduation activities. Conditional promotion to 9th grade may be granted if two major subjects are failed.

GUIDANCE

St. Ambrose Catholic School offers regular Guidance classes in addition to many other guidance opportunities. Classes are based on the Missouri Comprehensive Guidance Program. These include value-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles of social justice. The guidance process is continuing and developmental and helps all students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles. Every member of the St. Ambrose faculty/staff is committed to this process.

INSURANCE

A limited insurance program is provided for all students of St. Ambrose School. **This is not a primary insurance.**

LIBRARY

St. Ambrose School is fortunate to have an excellent library and media center. Our collection of books is steadily growing and a large variety of magazines and journals are available to students. Classes have a designated library period. Parents are urged to encourage reading, research and proper care of borrowed materials. Students pay fines on overdue books, and must reimburse the school for the cost of damaged or lost books. Many parents volunteer in the library, and your help is always appreciated.

LOST AND FOUND

Please put your child's name on **ALL** of his/her clothing and belongings (lunch boxes, back packs or book bags.) A depository for lost and found items will be established in the cafeteria on a short-term basis. Valuable items will be kept in the office.

MEDICATION

According to Texas Law, Texas Education Agency, National Education Association and American Medical Association guidelines, **no medication will be given at school to any student unless there is a written request signed by the parent and the physician.** This includes any and all medications, prescriptions and non-prescriptions. Students should **NOT** bring any medication to school for self-administration (such as cough drops, Advil, Midol or similar medication). **All medication must be turned in to the nurse immediately upon arrival to school.**

Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic. If possible, please try to work out a medication schedule with your doctor, which would eliminate administration of the medicine at school.

Any medications not picked up at the conclusion of the school year are disposed of in accordance with Texas law. New medication and medication permission forms are required each school year.

MENTAL HEALTH

The safety and health of each student is of utmost concern and priority in the classroom and on campus. Therefore, any type of issue, comment or threat will be taken serious and handled on an individual basis. Please refer to the Notification of Emergency Conference form, Life Pact form and the Student Information form.

NON-CUSTODIAL PARENT & PARENTAL RIGHTS

Buckley Amendment

St. Ambrose Catholic School abides by Buckley Amendment provisions with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or copy of the custody section of the divorce decree.

In Loco Parentis

The Latin term "in loco parentis" means "in the place of a parent." It refers to the legal responsibility of a person or organization (school, for example) to take on some of the functions and responsibilities of a parent. Legally, it allows schools to act in the best interests of the students as they see fit. All staff at St. Ambrose assume "in loco parentis" for students enrolled here. By enrolling their children on campus, parents grant "in loco parentis" rights to the staff. Parents will not be permitted to selectively remove "in loco parentis" rights from some staff members when the parents disagree with the staff member's decisions regarding their child.

PARENTAL RESPONSIBILITY

St. Ambrose Catholic School believes that the parents are important partners in the education of their children. The leadership, role-modeling, and training given by parents strongly influence the behavior and performance of the child. In enrolling your child in this Catholic school you agree to these important responsibilities:

- Understand and support the religious nature of the school.
- Read all communications from the school.
- Discuss in a sincere and respectful manner any parental concerns with the person most directly involved.
- Monitor the child's progress by reviewing homework assignments, class work assignments, tests, and Agenda daily.
- Insure that the child arrives at school in proper attire and on time.
- Meet your financial obligations in a timely manner.
- Support school policies and the authority of the administration and teachers.
- Monitor the child's use of social-networking sites, such as Facebook and Instagram.

Parents, in conjunction with the faculty and staff of St. Ambrose Catholic School are in an effort together to cultivate future citizens of Heaven. The behavior of a parent/guardian is a reflection of our mission and community culture, therefore, the disruptive, threatening, or illegal behavior of a parent/guardian may result in the unenrollment of their children or the inability of that parent to attend SAS functions and/or festivities.

PARTY INVITATIONS

Invitations to parties outside of school are to be given to **ALL** students (or all girls/all boys) in the class(es) if they are handed out on school grounds. Permission to hand out invitations is to be given by homeroom teachers. No limousines, helicopters or other distractions are permitted on the school premise.

PERSONAL ITEMS

Backpacks must remain in the homeroom throughout the school day. According to Archdiocesan policy "Students are strictly forbidden to use cell phones during school hours." All cell phones must remain off and in a stored backpack or locker, not in a purse or pocket, at all times during the day. A first offense of the cell phone policy results in the phone being turned over to the principal. The phone will be released only when the parent signs for it and a \$25 fee is paid. If a student needs to use the phone, they must ask permission to come to the office.

Digital cameras, iPods, and other electronic devices may not be brought to school without specific permission. If such items are brought, the same policy concerning cell phones will apply. Girls' purses must remain closed during class time and during change of classes. Please see the St. Ambrose "Bring Your Own Device" policy for additional information.

For the safety of all, skateboards and heelies are not permitted on campus.

St. Ambrose Catholic School reserves the right to check lockers, backpacks, purses, pencil bags, and pockets when there is suspicion of forbidden and/or controlled substances.

POSSESSION OR USE OF CONTROLLED SUBSTANCES

A student on school property or attending school-sponsored or school-related activity is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:

- Uses a chemical substance, possessing for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs; alcohol, inhalants, marijuana or controlled substance); or

- Acts under the influence of an illegal drug – alcohol, narcotic, marijuana or a controlled substance; or
- Misuses or overdoses on prescription or over-the-counter medication

Upon discovery of a drug-related situation stated above, the principal reports the incident to the superintendent, and notifies parents/legal guardians immediately, and requests a conference.

After a conference with the parents/legal guardians and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/legal guardians is made for evaluation and possible treatment for the student.

RECORDS

Each student's cumulative folder shall have a Viewing of Records Form attached. The Principal, Dean of Students, counselor, and teachers may view the records of a student. Parents may view a copy of their child's records. Date and name of parent(s) are recorded in the Viewing of Records Form at each viewing.

RENWEB INSTRUCTIONS

Renweb is the school and student information management system used by St. Ambrose Catholic School. Grades, homework, tuition, fees, and other information can be found by logging onto the Renweb.com website. Instructions:

- Type Renweb.com in your browser
- Enter our District Code: SACS-TX (must be in capital letters)
- Under "username" enter the email address you gave to the school
- Click on New Parent Login
- Renweb will almost instantly send you a password
- The password may be time-sensitive (only good for about 15 minutes)
- Go back into Renweb and login with your username and password you were just given. You have the chance to change the password if you want to.
- Click on Newsletter to see weekly news items
- Once in Renweb, click on the following information:
 - To see grades, homework, etc., click on Student Information
 - To pay tuition, After Care, etc., click on Family Information
 - Click on Go to FACTS (this will take you to FACTS Tuition Management website)
 - Follow the prompts to make a payment

All payments are processed through FACTS Tuition Management. An annual setup fee will be charged by FACTS Tuition Management. A service fee will be assessed and passed along to the parent/responsible party for payments made. The fee will be added to the payment amount. The service fee is non-refundable. Should a payment amount or method change, the service fee will change accordingly. There is up to a 10 day delay between the RenWeb and FACTS platforms once a payment is made. Should families need to change the date of tuition payments after the time of enrollment, a \$30 processing fee will be due at the time of the request.

RESPECT

Respect for God

Students are encouraged to practice the Catholic-Christian faith through:

- Active participation in liturgies
- Sharing of oneself through community activities
- Reverence to God through their actions, including exhibiting reverence in church and prayer

Respect for Self

Each individual is a child of God. Each student's behavior reflects this self-respect through:

- Propriety in dress
- Use of proper body language, including posture and facial expressions
- Fulfillment of all student responsibilities

Respect for Others

Each student, parent, teacher, staff member, and a visitor is treated as a child of God. Each student's behavior reflects this respect for others through:

- Cooperation with students, parents, teachers, staff members, and visitors
- Treatment of others with kindness in word and actions, a "no bullying" expectation
 - Modulation of one's voice
 - Promptness
 - Preservation of the privacy of others
- Preservation of others' personal spaces, a "hands-off requirement"

Respect for Property

Students are expected to use facilities and materials properly through:

- Use of school property and equipment in the manner for which they were intended
- Preservation of all areas of the church and school campus by keeping them clean, neat, and tidy (including, but not limited to the cafeteria, lockers, restrooms, hallways, pavilion, chapel, church, etc.)
- Compliance with the "hands off" requirement that extends to the personal property of others (including, but not limited to purses, lockers, backpacks, lunches, supplies, books, zipper bags, etc.)

ROLLING BACKPACKS

Use of rolling backpacks is not permitted in the hallways of St. Ambrose School. Our halls are too narrow and the children trip themselves and other children with the trailing backpack. There must be a valid health issue for an exception to this rule to be permitted. The note from the physician should state the medical reason necessitating the need for the rolling backpack for the student and any other limitations or modifications that are necessary for whatever medical conditions are present. Notes should be presented to the Nurse, Dean of Students or Principal. All backpacks must be able to be properly stored in the classroom.

SACRAMENTS

The Sacraments of Reconciliation and First Communion are received in the Second Grade.

- If a child is baptized Catholic, and has attended St. Ambrose School for at least one year prior to Second Grade, the child may participate in the Sacraments.
- If a child is a new Second Grader, has been baptized Catholic, and attended C.C.E. classes last year, or attended a Catholic school, the child may participate in the Sacraments.
- If the child is not baptized Catholic by the first grade, please contact the church office for further assistance.
- If the child is in a grade higher than second the parent will need to contact Fr. Ben or Miguel Vences, the Parish C.C.E. Director, for further assistance.

SCHOLASTIC AND BEHAVIORAL DISMISSAL

Suspension: If, in the judgment of the Dean of Students and/or Principal, a student is guilty of misconduct serious enough to warrant it, (s)he may be suspended from class for up to five days. The student and parents will have a meeting, in person if possible, regarding the reasons for the suspension.

The suspension will take one of two forms. It may be an “in-school suspension” during which time the student is not allowed to attend classes with fellow students, but is required to complete all regular class work in another location. It may be an “out-of-school suspension” during which time the student is required to remain away from school; school work will be given and parental supervision required. The form the suspension will take will be at the discretion of the Principal. Full credit for work completed during an in-school suspension or out-of-school suspension will be given only if it is received by the teacher(s) on the assigned due date. At the discretion of the Principal, suspension may be recorded on the student’s permanent record card.

Disciplinary Probation: A student’s continuous misbehavior may result in the student being placed on disciplinary probation. The Principal will determine the length of time of the probation, and will notify the student and his/her parents, in person, if possible, of the reasons and terms of the probation. During the probation and at the end of the probation, the parents will be informed of their child’s progress. At the conclusion of the probation, the Principal, in consultation with the student’s teachers, will determine if sufficient improvement in behavior has occurred. If insufficient progress is noted, the student may be asked to leave St. Ambrose School.

Expulsion: A student’s continued enrollment at the school will be subject to his/her meeting scholastic and behavioral standards as set by the Principal and School Board. If any student fails to meet these standards, and the Principal believes that continued enrollment of the student in the school is not in the best interest of the student or the school, the Principal shall so advise the Pastor.

If the Pastor and the Principal decide that the student should be expelled, the Principal shall arrange a conference with the parents or guardians of the student, and explain to them the reasons for the expulsion. A written notification of the expulsion, stating the circumstances and dates of the infractions shall be sent to the Archdiocesan Superintendent of Schools.

Parents, in conjunction with the faculty and staff of St. Ambrose Catholic School are in an effort together to cultivate future citizens of Heaven. The behavior of a parent/guardian is a reflection of our mission and community culture, therefore, the disruptive, threatening, or illegal behavior of a parent/guardian may result in the unenrollment of their children or the inability of that parent to attend SAS functions and/or festivities.

SEPARATED AND DIVORCED PARENTS

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate Court Orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with St. Ambrose Catholic School certified copies of the most recent Court Orders together with all amendments, modification and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in Court both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school or any of its employees are served with subpoenas. Ordinarily the school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the principal contact the Superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

SEXUAL HARASSMENT

Sexual harassment is immoral, reprehensible and will not be tolerated in St. Ambrose School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, sexual harassment is destructive to individuals and to the Church/School community as a whole. Sexual harassment includes, but is not limited to, the following behaviors:

Verbal conduct such as epithets, derogatory jokes or comments, whistling, slurs or unwanted sexual advances or intimations.

Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of gender.

Retaliation taken against an individual for having reported or threatened to report sexual harassment.

Please review the policy on cyber-bullying and harassment under the sections on Blogging, Computer Use and Discipline.

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is

unrealistic to serve all categories of special need students. However, St. Ambrose Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Ambrose Catholic Schools, the local district is Houston ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call "Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Ambrose and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Ambrose Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Learning Coordinator, the Dean of Students, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations; and
- Students' ability to meet the physical requirements of attendance.

St. Ambrose's Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and Learning Coordinator will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic School Accommodation Plan*.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns

with the parent/family and the Principal, and then meet with the Learning Coordinator as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal or Learning Coordinator will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic School Accommodation Plan*.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Learning Coordinator after the administration has verification of the student's recommended accommodations. (Curricular modifications are typically not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Learning Coordinator, tutor, principal, and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Learning Coordinator. Any adjustment made on the standardized

assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

STANDARDIZED TESTING

Each spring, Archdiocesan elementary schools administer standardized tests. The Iowa Assessment will be given in grades kindergarten through eighth. Grades 2, 4, and 6 will also take the CogAT (Cognitive Abilities Test). Grades 5 and 8 take the ACRE (Assessment of Catechesis/Religious Education) test published by the National Catholic Educational Association. As the time for these tests approaches, information will be going home through teacher notes and the newsletter (*Hornet Happenings*).

STUDY HALL

Students will occasionally attend study hall to make up missed work or to prepare for a test or quiz. Guidelines for study hall vary from 2nd grade to junior high. Homeroom teachers will address guidelines early in the school year. Students must sign in and out of study hall. Teachers reserve the right to remove or decline students from study hall due to behavior.

SUMMER SCHOOL

Failure in one major subject requires summer school or an approved tutorial. If two subjects are failed, conditional promotion may result, contingent upon summer school or an approved tutorial. If more than two subjects are failed, possible retention may be required.

TARDINESS

It is most important that parents and students make every effort to arrive at school on time. A student is counted tardy if they arrive in their homeroom past 8:00 A.M. Tardiness creates a disruption for the ongoing class but also many important aspects of homeroom may be missed (schedule changes, lunch order, agenda check, announcements, turning in papers for the office, etc.) Five unexcused tardies will result in a Friday morning detention. Tardies will start over at the beginning of each quarter. Continuous tardies in a semester could result in a Saturday School Detention where students will complete service around the campus.

TEXTBOOKS / SCHOOL MATERIALS

Proper care is expected of all textbooks and school materials. **Lost or damaged textbooks or school materials are to be paid in full.** Students are responsible for the books, textbooks and school materials issued to them or being used by them. **ALL TEXTBOOKS ARE TO BE COVERED.** If books are not covered or treated respectfully, appropriate fines/consequences will be issued.

Only the unused pages of the workbooks may be brought home at the end of the school year.

TRANSFER / WITHDRAWALS

The Principal is to be given sufficient notification so teachers have ample time to complete records. The transfer must be obtained from the Principal. **Records will not be released to another school if tuition and all other fees are not paid in full.**

UNIFORMS

At St. Ambrose School, students wear a uniform to help promote discipline and to foster pride in being a student of St. Ambrose School. Students must be in complete uniform at all times in all grades – Pre-K3 through 8.

- The following uniform items are to be purchased through Dennis Uniforms.

GIRLS

Daily Uniform

- PK3 – 3rd: Khaki or plaid shorts or skort, khaki pants, white middie blouse with monogram, red, hunter green, or navy blue long or short sleeve knit shirt.
- 4th – 8th: Plaid shorts or skort, khaki skort or pants, red, hunter green, or navy blue long or short sleeve knit shirt.

Shoes and Socks

- PK3 – 3rd: Every day school shoes should be safe for physical activity. Therefore, girls should wear a flat rubber sole tennis shoes or a Mary Jane shoe. It is recommended that PK3 wear shoes without laces. Socks should be visible above the shoe. Ankle socks are highly recommended.
- 4th – 8th: Tennis shoes, Sperry's or flats are acceptable shoes for everyday wear. Tennis shoes are to be laced and tied securely or closed with Velcro at all times throughout the entire school day. No high heels. Shoes that distract from the learning process are not allowed. Socks should be visible above the shoe.

Dress Uniform

Required on Mass and other designated days. The dress uniform may also be worn on non-required days. P.E. uniforms will be worn during P.E. class.

- PK3: Dress uniform is optional.
- PK4 – 3rd: Plaid jumper with white, long or short sleeve navy trimmed blouse and navy modesty shorts.
- 4th – 8th: Plaid skirt with white long or short sleeve oxford monogrammed blouse. Modesty shorts should be worn under the uniform skirt.

Dress Shoes and Socks

- PK3: If dress shoes are worn, they must have a flat rubber sole with a strap that secures the shoe on the foot; similar to a Mary Jane shoe. Dress shoes should be black, brown or a navy solid shoe and worn with socks or tights.

- PK4 – 3rd: Dress shoes must have flat rubber soles with a strap or laces that secure the shoe on the foot; similar to a Mary Jane shoe. Dress shoes should be black, brown or a navy solid shoe and worn with socks or tights.
- 4th – 8th: Dress shoes must be a flat or have a block heel of less than two (2) inches. No thin “high heel” style shoes are allowed. Shoes that distract from the learning process are not allowed. Dress shoes should be black, brown or a navy solid shoe and worn with socks or tights.

On dress uniform days, girls in 6th through 8th grade should wear tennis shoes during P.E. class only. Dress shoes must be worn the remainder of the day.

BOYS

Daily Uniform

- PK3 - 8th: Khaki shorts or pants, red, hunter green, or navy blue short or long sleeve knit shirt.

Shoes and Socks

- PK3 – 3rd: Every day school shoes should be safe for physical activity. Therefore, boys should wear a flat rubber sole tennis or athletic shoes. It is recommended that PK3 wear shoes without laces. Socks should be visible above the shoe. Ankle socks are highly recommended.
- 4th – 8th: Tennis shoes or Sperry’s are acceptable shoes for everyday wear. Tennis shoes are to be laced and tied securely or closed with Velcro at all times throughout the entire school day. Shoes that distract from the learning process are not allowed. Socks should be visible above the shoe.

Dress uniform

Required on Mass and other designated days. The dress uniform may also be worn on non-required days. P.E. uniforms will be worn during P.E. class.

- PK3: Dress uniform is optional.
- PK4 – 8th: Khaki pants, white, long or short sleeve oxford shirt.

Shoes and Socks

- PK3 - 8th: Dress shoes must be a black, brown or navy solid shoe and worn with socks.
- PK3: If dress shoes are worn, they must have a flat sole.
- PK4 – 8th: Dress shoes must have flat soles. Solid black tennis shoes, without decoration or logo, may be worn. Shoes that distract from the learning process are not allowed.

On dress uniform days, boys in 6th through 8th grade should wear tennis shoes during P.E. class only. Dress shoes must be worn the remainder of the day.

GIRLS AND BOYS ~ ADDITIONAL / OPTIONAL APPAREL

- **Pre-K3 – 8th ~** navy cardigan with monogram, navy sweater vest with monogram, navy hooded windbreaker with monogram, navy sweatshirt with emblem, fleece jacket (**all Parker items**), or approved letter jacket. (St. Ambrose Catholic School monogramed outerwear may be worn on dress uniform days during Mass or assembly.)

GIRLS AND BOYS ~ ADDITIONAL UNIFORM REQUIREMENTS

- **Only St. Ambrose School uniforms (including jackets and sweatshirts) may be worn inside the classroom from morning homeroom until afternoon dismissal. In cold weather, other jackets may be worn to school and at recess.**
- **Belt:** In grades PreK3 – 8th, a belt is required for any shorts or pants with belt loops. The belt should be a solid black, brown, or navy. The buckle must be plain with no design and no wider than the belt. No western belts.
- **Shoes:** No UGG boots, western boots, knee-high boots, sandals, cleats, thin high-heeled shoes, platform shoes, open back or open toe shoes are permitted with the uniform at any time. Tennis shoes are to be laced and tied securely or closed with Velcro at all times throughout the entire school day. No sequin, glitter, light-up, noise-making, or roller-skate/blade shoes are allowed. It is recommended that PreK-3 students wear shoes without laces.
- **Socks:** Socks must be worn. Socks should be white, nude, black, or navy. Socks may have a small logo on them but no alternating colors or designs.
Tights: girls may wear solid white, cream, nude, black or navy tights during cool weather.
Leggings or footless tights: girls may wear solid white, cream, black or navy leggings but they must reach the ankle and a sock be pulled over them.
- **Undergarments:** All undergarments, including T-shirts, should be white and must not be visible underneath the uniform. Turtlenecks will not be allowed with the uniform.
- **Shirts:** Shirts made to be tucked in, must be tucked in at all times. If the student's arm is raised and the waistband cannot be seen, the shirt is considered untucked. Only the top button of a shirt may remain open.
- **Pants/shorts:** Must be worn at the natural waistline above the hipbone.
- **No caps/hats** may be worn except on special pre-announced days.
- **Western wear** may be worn only on Go Texan Day.
- **Skirt length** must be no more than 1½" above the knee (measuring from the bend behind the knee).

PE UNIFORM FOR GRADES 2nd – 8th

Blue PE shorts*

Gray tee shirt*

Tennis shoes

PE bag*

*The PE shorts and tee shirts are purchased through the school, as well as the required PE bag (Grades 2nd – 8th).

If a student will not be dressing out for P.E., a doctor or parent note is required. Parent notes will only be allowed for five days during the school year.

Full cooperation from parents in adherence to the school uniform policy is required. We understand that unusual circumstances occur when students may not be able to be in uniform. In such cases, a student is required to present a written note explaining the reason for his/her failure to be in uniform. If there is frequent or an extreme deviation from the uniform policy, the student will be removed from class until such time as the parent brings his/her uniform to school. Students will not be sent home to change clothes.

PERSONAL GROOMING

Our students are expected to be neat and clean, and it is the parents' responsibility to supervise grooming. A child may be asked to remove or change an item/makeup/hairdo deemed to be distracting to the learning process or considered inappropriate.

BOYS: Hair must be neatly cut. It cannot be below the collar in the back, must be above the eyebrows, and above the top of the ears. None of the extreme, trendy haircuts, Mohawks, dreadlocks, or long spikes are allowed. There should be no lines, or designs sculpted in the hair and no heads should be shaved. Unnatural hair colors will not be allowed. No bandanas. Earrings are not allowed during school or any school function, and excessive jewelry is not allowed. No body piercing (including magnetic rings) or tattoos (including temporary or henna tattoos) are allowed. Jewelry is not permitted during P.E. or any sports activity. Make-up and nail polish are not permitted. All nails must be an appropriate length. Facial hair, including beards, moustaches, goatees and long sideburns, is not permitted. Boys should be clean-shaven at all times. Use of aerosol deodorants or cologne is prohibited.

GIRLS: Hair should not interfere with vision. None of the extreme or exaggerated haircuts, hairdos, fake hairpieces, or unnatural hair colors will be allowed. There should be no lines or designs sculpted in the hair, and no heads should be shaved. No bandanas or kerchiefs. Jewelry should not distract the student or others from learning. Jewelry may be worn during PE or sports activities, only at the discretion of the teacher or coach. Excessive jewelry is not allowed. No body piercing, except for one ear piercing in each ear, (including magnetic rings) or tattoos (including temporary or henna tattoos) are allowed. Polished nails must be a solid color and every nail should be painted the same color. If nail polish has begun chipping and becomes a distraction to the learning process, it will be removed. All nails must be an appropriate, "sports" length. Use of aerosol deodorants or perfume is prohibited. Make-up is not permitted in grades Pre-K3 through 5th. The use of make-up in grades 6 – 8 is a parental decision. If a parent allows it, lip-gloss, minimal blush, and eye make-up are allowed at school for middle school girls. Make-up is meant to enhance a girl's beauty, not cover it. Application of make-up should not take place at school. If make-up and/or nail polish is noticeable, too dark and/or distracting, it is too much. **Individual teachers, the Dean of Students, and/or the Principal may, at their discretion, ask a girl to remove make up, nail polish or any cosmetic accessory.**

COLOGNE/FRAGRANCE: The use of fragrance or cologne should be modest so it can only be smelled when in close proximity. Fragrance and/or cologne should not be applied while at school.

JEWELRY: Boys may not wear heavy chains. Only one thin necklace worn inside the shirt is permitted. Only one thin bracelet per arm and one ring per hand may be worn. Earrings are not permitted.

Girls may wear earrings in the ear lobe only. No more than 2 earrings per ear lobe are permitted. Earrings must be no larger than a quarter in diameter and an inch in length. Only one thin necklace worn inside the shirt is permitted. Only one thin bracelet per arm and one ring per hand may be worn.

Students may be asked to remove any jewelry found distracting to the learning process.

UNIFORM VIOLATIONS

Any student choosing to violate the St. Ambrose Uniform Dress Code, Personal Grooming or Jewelry guidelines will receive a Uniform Violation Slip. Additionally, shirts should be tucked in so that the waistband of the shorts, skirt or pants is visible at all times. With the exception of the very top button, all buttons must be buttoned at all times, including the collar buttons. Rolling the shirt under is not

allowed. Pants must be worn at a natural waist level. Please encourage your child to honor our guidelines by doing those things in which he or she can control such as wearing a belt and especially, keeping his or her shirt tucked in. A junior high student receiving three uniform violations will be given Friday morning detention. Friday morning detentions start at 7 a.m. Three Friday morning detentions will result in an in-school suspension. All uniform violations, Friday morning detentions, an in-school suspensions will result in a lowered general conduct grade. General conduct affects eligibility as well as honor roll.

USE OF SCHOOL CAMPUS AND FACILITIES

The grounds and buildings of St. Ambrose Catholic School are private property. Use of any part of the facilities needs to be reserved through the Church Office at 713-686-3497.

VOLUNTEERS

All volunteers must fill out an Archdiocesan Code of Conduct form found in the back of this handbook. Chaperones of field trip, overnight trips and school volunteers who have regular contact with the children must attend the Virtus program entitled *Protecting God's Children*. If it has been five or more years since you attended a Virtus program, you are required to attend *Keeping the Promise Alive*. Registration for this program can be done online at www.virtus.org. Michelle Thompson in the church office is our Virtus Coordinator.

Service Requirement Guidelines 2018-2019

Parent service requirements are as follows:

1 st child	8 hours
2 nd child	6 hours
3 rd child	4 hours
Additional children	None

Parents may ask another VIRTUS-trained person (example: Grandparent) to perform the service hours for the family.

Families demonstrating a hardship to complete service hours will be handled on a case by case basis by the Administration.

Parents that are employees of the school are not required to complete service hours.

Those families that have not completed their commitment by May 15, 2019 will be billed at a rate of \$50/hour for the outstanding balance of hours.

Service Hour Tracking

Parents will need to submit their hours in RenWeb: <https://www.renweb.com>

Hours should be submitted within a month of completion. Do not wait until the end of the year to submit hours.

How to enter hours in Renweb:

1. Sign in to RenWeb (ParentsWeb).

2. Click "Family Information" on the left side of the home page.
3. Click the name of the parent who completed volunteer hours.
4. Click on the "Service Hours" tab (next to "Contact Info" tab).
5. Click the "Add Service Hours" button on the "Service Hours" tab.
6. Enter the date, description and number of hours. The description box has several pre-defined service opportunities listed. The Note field may be used to give additional information about the volunteer time. Please list the teacher or event chairperson you volunteered with in the "Verified By" box.
7. Click "Save" to submit the hours.

An Administrator will review the submitted hours and verify their eligibility.

Service Position Opportunities

Holding a service position can fulfill the service hour commitment for **one** child. A parent may hold more than one position. Every additional position held earns credit for another child.

- School Board position*
 - Marketing Committee member*
 - Finance Committee member*
- Parent Organization Executive Committee*
 - Halloween Festival Committee member*
 - Gala Committee member*
 - Steps for Students Committee member*
- Annual Fund Chair*
 - Annual Fund Committee*
- Head Room Parent**
- Assistant Coach

**Active participation is required, including meeting attendance and regular communication with other members in the group.*

***Only head room parents will earn position credit. Other class parents can assist the head room parents through service opportunities listed below.*

Service Hour Opportunities

Service credit may be earned in hourly increments by volunteering at events or attending one of the specified meetings. Time earned is equivalent to time worked unless otherwise specified.

- Meeting Attendance
 - Parent Organization monthly meeting (1 hour of credit)
 - School Board monthly meeting (1 hour of credit)
 - Town Hall meeting (2 hours of credit)
- Field Trip Chaperone
- Junior High Dance Chaperone
- Working Grade Level Events:
 - Setup/Serving/Cleanup at Pre-K Cinco de Mayo Luncheon
 - Setup/Serving/Cleanup at Kindergarten Thanksgiving Dessert Party
 - Setup/Cleanup for Kindergarten Celebration
 - 1st Grade Parents serve cake for Kindergarten Graduation
 - Setup/Cleanup for 2nd Grade First Communion Potluck

- 5th Grade Camp Kappe Chaperone
- 7th Grade Hosts 8th Grade Breakfast
- 8th Grade Trip Chaperones
- 8th Grade Graduation Reception
- 8th Grade Fundraisers
- Booster Club
 - Athletic Events Concession Stand
 - Spirit Sales
 - Athletic Event Support – examples: running scoreboard, moving chains at football games, etc.
 - Setup/Serving/Cleanup Sports Banquet
- Halloween Festival
 - Booth
 - Concessions
- Gala
 - Setup/Event Shifts/Cleanup
- Steps for Students
- Parish Bazaar School Booth
- Open House
- Book Fair
- Field Day Concessions
- Parking Lot Duty (1 hour earned for each morning of duty)
- Bake Sales
- Grounds Cleanup

Additional Service Hour Opportunities

If a parent identifies a service opportunity that is not listed in this document, s/he may submit a request for the opportunity to be considered as an addition to the list. The service opportunity must directly benefit St. Ambrose Catholic School. Service hours performed for other organizations outside of the school will not satisfy the school requirement.

Please contact the Parent Organization's Volunteer Coordinator to submit a proposed idea for consideration. Include in the proposal:

- Description of the service
- How the service benefits the school
- Date(s) of service
- Time (in hours) required to perform the service
- Number of volunteers

The idea will be reviewed by the School Administration and School Board to

INSTRUCTION AND GRADING

EVALUATION AND REPORTING

Education at St. Ambrose School involves the emotional, social, intellectual and spiritual development of children. Our evaluation procedures reflect the consideration of each of these aspects. Grades are based on discussions, participation, written work, quizzes, portfolios, projects and tests. The teacher determines the weight of each grade.

A “**General Conduct**” Grade is used to reflect the behavior of a student outside the classroom, such as: homeroom, hallways, cafeteria, snack, playground, assemblies, Church, field trips, at dismissal and other school sponsored activities. Teachers or staff members will note problems in the agenda and/or a Conduct Referral.

Progress Reports are sent home every 4 ½ weeks. All students will be issued a Progress Report at the end of the first 4 ½ weeks of the school year. Subsequent Progress Reports will be sent 4 ½ weeks after Report Cards.

Report cards are sent home after every nine week quarter.

GRADING SCALE

Grading Code for all subjects

Conduct

93-100 A

E Excellent

86-92 B

G Good

78-85 C

S Satisfactory

70-77 D

N Needs Improvement

Below 70 F

U Unsatisfactory

The policy for Junior High advanced mathematics is as follows: If a 6th or 7th grade student is in an on-level math class and has a year-end average of 93 or higher, the student has the option of moving into the advanced math class the following year.

For 8th grade class rank purposes and in determining eligibility for clubs/organizations that are academically based, 8th graders in Algebra I (advanced class) will be given a 7% curve (to their math grade) to compensate for the fact that it is a high school class. The curve will NOT be applied to report card grades.

Junior High mid-term and final exams count for 20 percent of a student's semester average.

HOMework

If your child is spending significantly more than or less than the following amounts of time on homework, his/her teacher will want to know:

Pre-K3 and Pre-K4: 10 minutes
Kindergarten: 15 minutes
1st grade: 30 minutes
2nd – 3rd grades: 30 - 45 minutes
4th - 5th grades: 45 - 90 minutes
6th - 8th grades: 2 hours+

Parents may need to assist or monitor homework but should not do the homework for their child. All written homework must be completed in the student's own handwriting, unless approved otherwise by the teacher. Parents, please work with your children on limiting the number of books that they are carrying. Teachers will also be encouraging students to only bring home books that are needed to complete assignments.

Additionally, agenda books are to be checked and signed by parents each evening for students in grades 2nd – 8th. This is an excellent communication tool between teachers and parents.

To support our Language Arts Curriculum, which develops the students English/language skills, we strongly encourage families to read together each night. For younger students this may be being read to by a parent/guardian or sibling. For older students who are able to read: their families perhaps have a “reading time” put into the evening before bed. We recommend reading together in the same room so the importance of this effort is taken more sincerely. For families whose evenings are full of events, we recommend audiobooks as an alternative. Audiobooks can be borrowed from the Houston Public Library as well as other online platforms.

Below is the link to the Houston Public Library.

<http://houstonlibrary.org/>

HONOR ROLL

• 4th – 8th GRADES FOR EACH QUARTER

1. All A/Principal's Academic Honor Roll
 - All A's and E's in English, Reading, Spelling, Math, Science, Social Studies, Religion, Computer, Library, Spanish, PE and Music
 - No N or U in conduct
2. A/B Academic Honor Roll
 - Students may have a mix of A's and B's and/or all B's in English, Reading, Spelling, Math, Science, Social Studies, Religion, Computer, Library, Spanish, PE and Music.
 - No N or U in conduct
3. All E Conduct Honor Roll
 - E in conduct in every class including ancillary classes.

- **4th – 8th GRADES FOR THE YEAR**

1. All A/Principal's Academic Honor Roll for every quarter
2. All E Conduct Honor Roll for every quarter

- **PreK3 - 8th GRADES FOR THE YEAR**

Perfect Attendance for all four quarters will be given at the end of the school year. There should be no more than 5 excused tardies or any absences in order to qualify for Perfect Attendance for the year.

PARENT/STUDENT/TEACHER CONFERENCES

Conferences are held at scheduled times and when deemed necessary. Parents wishing to confer with teachers concerning their children's progress may request an appointment by e-mailing or calling the teacher at school. Although the teacher may not be called from class for a telephone call, he/she will return your call at the earliest convenience. Parents are welcome to communicate with teachers through e-mail. Every parent is scheduled for a conference after the first Progress Report given 4 ½ weeks into the school year.

PROMOTION AND RETENTION

A student is promoted to the next grade level if the student satisfactorily completes the current grade curriculum.

If a child receives a yearly average below 70, the child fails the subject. When a major subject is failed, the student is expected to attend summer school or an approved tutorial. Failing final grades may result in a student not being promoted.

ORGANIZATIONS

ST. AMBROSE CATHOLIC SCHOOL BEFORE/AFTER SCHOOL PROGRAM

St. Ambrose School Before/After School Program follows the guidelines of the Archdiocesan School Office. The Before/After School Program serves students until 6:00 p.m. Monday-Friday. Services are provided for students attending St. Ambrose School in grades Pre-Kindergarten-3 through Eighth Grade. The Before/After School Program is open **only** when school is in full day session.

A qualified credentialed director, as well as an experienced staff member, runs the Before/After School Program. The staff works together to help each child grow in maturity and self-respect.

Emergencies/Safety

With the children's safety and well-being in mind, it is extremely important that each parent fill out a registration form and adhere to the instructions given. One of the most important regulations concerns the child's leaving of the premises of the Before/After School Program.

- Parents or guardians should not take children from the school grounds without notifying the Before/After School Staff and signing the child out.
- Parents or guardians should not send persons whose names are not on the registration form to ask for the release of children. For the child's safety, the release will not be granted. In certain situations a note may be sent requesting that a child be released to persons not already listed on the registration form. **Phone calls asking for this release will not be accepted.** In all situations a valid ID must be presented, such as a Driver's License.
- If there are any court orders in place, concerning your child, you must send a copy for the Before/After School Program to keep on file.
- In order for a child to attend a sporting event at St. Ambrose after school, a note must be sent detailing who will be picking the child up and who will sign him/her out of the After School Program. Under no circumstances will a child be sent to an event without adult supervision. Each child must be picked up and signed out of the program.
- Children participating in extracurricular activities that do attend the After School Program must be signed out before going to the event. This includes practice for a sport, cheerleading, dance squad, yearbook, tutoring, and club meetings. The child will be required to sign in to Extended Day at 3:15 p.m. and the event sponsor will come to pick up the child. It is required that the parent send a note giving permission to the sponsor to pick up their child from the After School Program and escort him/her back at the conclusion of the event. A note does not need to be sent each day. One note stating the dates and expected arrival time back to the After School Program is fine.

Illness/Accident

Cases which seem to be minor will be treated on the premises. Medication will not be administered unless a written statement for the physician and parent is on file in the Before/After School office. Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic.

In cases which seem to be serious, the Before/After School Program Director, or Teacher on Duty, will make every effort to carry out the instructions as given on the registration form. Parents who do not wish to have their child treated in any way should indicate such on the registration form and should give directions to be followed in the space "Special Instructions." If it is determined that your child needs to be picked up you will be contacted. Please make every effort to pick your child up in a timely manner, as we do not have accommodations for the care of sick children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Before/After School Program Staff will act according to their best judgment for the welfare of the child.

Homework

Each day a homework period is scheduled. This is a quiet work time. It is the responsibility of the child to acknowledge the time given and make proper use of his/her time. The Before/After School Program employees assist the children during homework time. They are not required to re-teach the material to the children. There may be times when all of your child's homework is not completed during the After School Program. Please realize that there is only a certain amount of time allotted for homework.

Snacks

Snacks will be served each day. Since one serving per child is given, your child may want to bring an additional snack if a single serving does not suffice. **No gum or candy is allowed.**

Toys From Home

It is requested that children not bring toys from home. Often these items are very personal and important so the child feels the items must be defended and protected. This is not consistent with the sharing atmosphere that we encourage. If a toy is brought to the Before/After School Program it will be confiscated until the child is picked up to go home. If a personal toy goes undetected by the Before/After School Program Staff and is missing or broken, the Program and Staff will not be held liable.

Clothing

Your child may bring clothing from home to change into during the After School Program. We advise that you send play clothes. Extended Day is not responsible for any missing articles of clothing. Please realize that all clothing brought must be in good taste.

Expectations

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the environment. They must never leave the building or grounds without explicit permission from the Before/After School Program Staff. Such permission will only be granted by order of the parent or guardian. If a child is to go to the After School Program he/she is to report to the assigned area at 3:15 p.m. Visiting in the halls or walking about the property will not be tolerated. Children may not leave the campus and return to check in to the After School Program, unless a reason and note are sent by the parent or guardian. Children will not be allowed to return to classrooms, for any reason, after 3:30 p.m.

Discipline

The Discipline Policy for the Before/After School Program is the same as the Discipline Policy for the Day School Program.

Communication

It is very important that you label all notes "Before/After School Program." They will then be forwarded to the Program Director. If it is necessary to call during the school day please call (713) 686-6990 and leave your message for the Program Director. If you will be calling between 3:00 p.m. and 6:00 p.m. please call (346) 617-0003.

Billing

Bills for the Before and After School program are available on-line through Renweb. Payments may be made through Renweb by bank withdrawal or credit card. **If a bill is outstanding for more than two months your child may not be allowed to participate in the Before/After School Program until the account is paid in full.**

Rates

The charges for the Before/After School Program are as follows:

Registration Fee - \$25.00 per family

Daily Rate

\$5.00 per day if your child is picked up by 4:00 p.m.

\$15.00 per day if your child is picked up by 6:00 p.m.

Weekly Rate

\$50.00 per week – a week consists of 3 or more days in attendance after 4p.m.

Charges are added to your account at the end of each week and are available to review on Renweb.

Payment options are as follows: send cash/check to the school office labeled "BASP". You may also pay on Renweb using your bank account or credit/debit card. You may have charges taken out by FACTS. If you elect to pay via FACTS, then the charges will occur on the 15th of each month.

Morning Care

Morning Care is available from 7:00 A.M. until 7:30 A.M. The cost is \$1.00 for each morning that your child attends. **Any child left on the premises before 7:30 a.m. will be escorted to Morning Care. It will be the responsibility of the parent to pay for any charges incurred.**

Pick-Up

Parents are to park in front, by the Church, and walk through the walkway next to the auditorium, around the back to pick-up students from the After School Program. Please go to your child's assigned After School Program Employee to sign your child out. Children may not leave the program without being signed out by an approved, licensed driver. On rainy days you may drive around the back and park to pick up your child(ren). **You may drive to the back *only* on rainy days. This is for our children's safety!**

There will be a \$2.00 per minute late charge for each minute past 6:00 p.m. that children are left in the After School Care Program. The amount is due in cash, when your child is signed out that day.

The Director of the Before/After School Care Program is Mrs. Nickie Bounds. All inquiries should be made to her attention.

ST. AMBROSE SCHOOL BOARD

St. Ambrose School Board is comprised of six - nine (6 - 9) discerned members and four (4) ex-officio members (the Pastor, the Principal, a Parish Council Representative and a Parent Organization Representative).

The Board is a consultative body which operates through consensus, formulates policy for the educational programs, evaluates the effectiveness of these policies and the programs which were implemented as a result of those policies, assists the Pastor and the Administration with reviewing all school financial matters, approves the school's budget, including approval of the tuition policy and salary scales or ranges for school personnel. The Board also participates with the Pastor in the selection and evaluation of the Chief Administrator of the School. Parents may make contact with the Board President in writing at the school address.

SCHOOL BOARD MEETING ATTENDANCE POLICY

The St. Ambrose School Board welcomes input from its constituents and all members of the faith community. The following policy is to be observed by the persons making a presentation to introduce subjects to the Board for its considerations. **Any grievances will follow Archdiocesan Policy and Procedure.**

1. A written summary of the presentation shall be sent to the Principal ten working days prior to a scheduled meeting.
2. The presentation shall be limited to ten minutes.
3. Nothing of a confidential nature should be addressed such as discipline problems or personnel issues. The President or Pastor may at any time stop the presentation if it is of a sensitive nature.
4. No decision, reply, or discussion will follow the presentation.
5. Response will be given in writing by the Board President within five working days.

If a topic of a confidential nature is allowed by the Pastor or Board President, the regular meeting is adjourned, all guests are asked to leave temporarily and the meeting is reopened in an "executive" or "closed" session. Anything said in the executive session is confidential and is not subject to disclosure unless required by law. Any breach of confidentiality may result in a member being removed from the Board. When the executive session is adjourned, the open meeting is then begun anew. The minutes as recorded by the Board's secretary, simply reflect that a discussion was held in an executive session. The specifics are not listed in the minutes.

PARENT ORGANIZATION

The St. Ambrose Parent Organization was restructured in 2002 according to the Archdiocesan Guidelines for Parent Organizations. The Parent Organization is separate from and complementary to the School Board. There is mutual cooperation and accountability among the School Board, the Parent Organization and the administration. The Parent Organization of St. Ambrose Catholic School is a community of caring adults who reach out, learn, communicate and grow together in mutual respect and Christian concern. The Parent Organization will be a means:

- To provide contact and community among the administrator, faculty, staff, parents and parish.
- To develop skills and promote communication and understanding among the administrator, faculty, staff, parents and parish
- To help the school community to learn more about education at the local, Archdiocesan, state and national levels.
- To offer their services, talents, time and financial assistance to the school community to aid the educational process by volunteering when and where needed in the school.

Membership:

All parents/guardians of students at St. Ambrose Catholic School are automatically members. The Principal is a member of the Parent Organization Executive Committee. The Principal serves as a liaison between the Staff and the Parent Organization and also as consultant in the Executive Committee's work of program planning. Governing By-laws are available upon request to Parent Organization.

Extra copy in case Child's Original Copy is lost:

ST. AMBROSE CATHOLIC SCHOOL FIELD TRIP PERMISSION FORM

Description of Field Trip: _____ **Cost of Field Trip:** _____

(Please turn in payment to Field Trip teacher. Only cash or checks payable to St. Ambrose School are accepted for field trip payments. Cash, checks or Renweb charges are accepted for 5th grade Camp Kappe, 7th grade Austin trip, and 8th grade San Antonio trip)

Destination: _____

Method of Transportation: _____

Supervision: _____ **Ratio of adult to children:** _____

Date: _____ **Departure Time:** _____ **Return Time:** _____

Objectives of Field Trip: _____

Specific Materials to bring: _____

Instructions to students:

1. Do exactly what the Teacher/chaperone requires.
2. Stay with the chaperone/ group at all times.
3. Use your manners; students are representatives of St. Ambrose School.
4. Wear regular uniform and red uniform polo shirt, if you have one. Otherwise, wear any color uniform polo shirt. Wear tennis shoes with socks that cover the ankles.

Permission:

By signing this form, I/we _____ certify that I/we request and give

(Parent or Guardian)

permission for _____ to go on this Field Trip.

(Student)

I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them.

Emergency Information:

Father's Name: _____ **Cell Phone #:** _____

Work Phone #: _____ **Home Phone #:** _____

Medical Insurance Carrier & Policy #: _____

Mother's Name: _____ **Cell Phone #:** _____

Work Phone #: _____ **Home Phone #:** _____

Medical Insurance Carrier & Policy #: _____

Guardian's Name: _____ **Cell Phone #:** _____

Work Phone #: _____ **Home Phone #:** _____

Medical Insurance Carrier & Policy #: _____

Doctor's Name: _____ **Phone #:** _____

Preferred Hospital: _____ **Phone #:** _____

Current Immunizations: Yes _____ No _____ **Allergies:** _____

I/We give permission for _____ to be transported by ambulance and/or to be treated in the event of a medical emergency.

Signature of Parent /Guardian: _____

ST. AMBROSE CATHOLIC SCHOOL
FIELD TRIP PERMISSION FORM FOR CHAPERONES

Description of Field Trip: _____ Cost of Field Trip: _____
(Please turn in payment to Field Trip teacher. Only cash or checks payable to St. Ambrose School are accepted for field trip payments. Cash, checks or Renweb charges are accepted for 5th grade Camp Kappe, 7th grade Austin trip, or 8th grade San Antonio trip)

Destination: _____

Method of Transportation: _____

Date: _____ Departure Time: _____ Return Time: _____

Specific Materials to bring: _____

Instructions to chaperones:

1. Stay with your assigned group at all times.
2. Check in with the teachers regarding field trip policies.
3. Please enforce **NO ELECTRONICS** for the students are allowed at any time during this trip. We ask that they **NOT** use your phone for any reason.
4. Students may bring a camera but cannot bring a camera that is part of a phone or has access to the internet.
5. Notify the teachers if any child is misbehaving or becomes sick.
6. Dress appropriately for the field trip as a representative of St. Ambrose Catholic School.

Permission:

By signing this form, I _____ certify that I
will be a chaperone on this trip. Chaperone

I have been given the instructions required above, and I release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to me as a result of this trip, and waive any claims against them.

Emergency Information:

Chaperone's Name	Phone #	Medical Ins. Carrier & Policy #
------------------	---------	---------------------------------

Emergency Contact	Phone #	Relationship
-------------------	---------	--------------

Doctor's Name	Phone #	Preferred Hospital
---------------	---------	--------------------

Allergies: _____

I give my permission to be transported by ambulance and/or to be treated in the event of a medical emergency.

Signature of Chaperone: _____

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT AND PERMISSION FORM For Parents and Students

St. Ambrose Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, each year all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Internet, E-mail, Cell Phones/I-Phones

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. Under no circumstances are students to access any sites that are sexual in nature.

What are the Rules of Appropriate Use?

Electronic Communication – Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking – Accessing social networking websites, blogs, video sites (e.g. SnapChat, Instagram, Twitter, Facebook, YouTube, Friendster, tagged, etc., except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive, slanderous, bullying or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs and discussion forums, is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, or access materials or images, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language and/or images and/or photos that are harmful to self, other students, and/or to other people is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.



ST. AMBROSE CATHOLIC SCHOOL

Dear Parents:

Your child has the opportunity to access technology resources at St. Ambrose Catholic School. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password! Please refer to your school's parent/student handbook for policies regarding cell phones/I-phones and handheld devices.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child/children sign the agreement and return it to the school office.

Sincerely,

Sarah E. McDonald
Principal
St. Ambrose Catholic School

Please sign and return the User Agreement and Parent Permission Form concerning technology and also the St. Ambrose School Handbook Agreement.

ST. AMBROSE CATHOLIC SCHOOL

USER AGREEMENT and PARENT PERMISSION FORM

As a parent/guardian and student/s of St. Ambrose Catholic School, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, students or staff or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through personal electronic devices.

PARENT/GUARDIAN'S PERMISSION

(Please check your choice/s below)

☐ My child may use the Internet and e-mail while at school according to the rules outlined.

☐ I would prefer that my child not use the Internet and e-mail while at school.

I understand that from time-to-time St. Ambrose School may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

☐ My child's work can be published on the school website/Internet.

☐ My child's work cannot be published on the school website/Internet.

☐ Photographs of my child can be used or published on the school website/Internet.

☐ Photographs of my child cannot be used or published on the school website/Internet.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ **Date:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____

GOOGLE APPS FOR EDUCATION - STUDENT AGREEMENT

This year, St. Ambrose Catholic School will provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the St. Ambrose Catholic School.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use only. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

The following services are available to each student and hosted by Google as part of St. Ambrose's online presence in Google Apps for Education:

- **Mail** - an individual email account for school use managed by the St. Ambrose Catholic School
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- **Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use** - Students may use Apps tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Inappropriate sexual or other offensive content
 - Threatening another person
 - Misrepresentation of St. Ambrose Catholic Schools, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

- **Safety**

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

- Access to Google Apps for Education is considered a privilege accorded at the discretion of St. Ambrose Catholic School. St. Ambrose Catholic School maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or St. Ambrose policies have occurred. In such cases, the alleged violation will be referred to Administration for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, St. Ambrose Catholic School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.
- **Consumer Safety** (Advice for Students and Parents)
- **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Digital Citizenship (Advice for All)

- **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- **Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

I, _____, understand and will abide by the Google Apps for Education policies. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student Signature

Grade

Date

Student Name

Parent or Guardian:

I have read the Google Apps for Education Student Agreement and discussed it with my child. I understand that Google Apps for Education is designed for educational purposes. St. Ambrose Catholic School has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for St. Ambrose Catholic School to restrict access to all inappropriate materials, and I will not hold the St. Ambrose responsible for materials acquired on Google Apps for Education accounts. Further, I accept full responsibility for my child's Google Apps for Education.

Parent Signature

Date

Parent Name

**ST. AMBROSE CATHOLIC SCHOOL
BRING YOUR OWN DEVICE**

MISUSE ACKNOWLEDGEMENT

I, _____, acknowledge that I chose to misuse
Student Name

my electronic device on _____ in the following manner:
Date

_____ I chose to use my personal device at an inappropriate time and manner. I must pay a \$25 fine before my device will be returned. I will be charged \$50 for a second offense.

_____ I chose to connect to a network other than the St. Ambrose Wi-Fi network. I must pay a \$25 fine before my device will be returned. A repeated offense will cost \$50 and may revoke my privilege to bring a device to school.

_____ I chose to use another student's username and password to connect to the St. Ambrose Wi-Fi network. I must pay a \$25 fine. A repeated offense will cost \$50 and may revoke my privilege to bring a device to school.

Severe misuse and several infractions may merit immediate removal of privilege, suspension, and/or dismissal from school.

Student Signature

Date

Parent Name (Printed)

Parent Signature

Date

PARENT/GUARDIAN CONSENT FORM

Parent/Guardian consent, medical history, and physical evaluation are to be completed:

1. Annual
2. Before any practice (both in-season and out-of-season) or games/matches.
3. For any student 7th grade through high school participating in a sport.

Student's Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____ Age: _____ Grade: _____ Sex: _____

Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Mom/Guardian: Home #: _____ Cell/Pager #: _____

Work Place _____ Work #: _____

Father/Guardian: Home #: _____ Cell/Pager #: _____

Work Place _____ Work #: _____

Name of Insurance Provider: _____ Policy Number: _____

Name of Insured: _____ Social Security Number: _____

Physician's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

MEDICAL INFORMATION

Date of Student's Last Tetanus Booster Vaccination: _____

Drug Allergies or Other Medical Conditions: _____

In case of Emergency, when the above people cannot be located call:

_____ Home #: _____ Work #: _____ Cell/Pager #: _____

_____ Home #: _____ Work #: _____ Cell/Pager #: _____

Consent

I, _____, grant permission for my child _____ to participate in extracurricular athletic activities. These activities will take place under the guidance and direction of school employees and/or volunteers. As a parent and/or legal guardian, I remain legally responsible for personal actions taken by the above named minor ("student"). I agree on behalf of myself, my child named herein, our heirs, successors and assigns, to hold harmless and defend _____, its employees, officers, directors and agents, and the Archdiocese of Galveston-Houston, or representatives associated with these activities, arising from or in connection with my child participating in these activities, or in connection with any illness, injury or cost of medical treatment in connection therewith, and I agree to compensate _____, its officers, directors and agents, and the Archdiocese of Galveston-Houston, or representatives associated with the activity for reasonable attorney's fees and expenses arising in connection therewith.

I hereby warrant to the best of my knowledge, that my child is in good health, and I assume all responsibility for the health and medical care of my child. In the event of a medical emergency, I hereby give permission to school employees and/or volunteers supervising the athletic event to obtain medical services and to transport my child to the nearest hospital/emergency care center for emergency medical or surgical treatment.

Parent/Guardian Signature Relationship Date

MEDICAL HISTORY FORM

Student Name: _____ Date of Birth: _____

The Medical History Form is part of the Athletic Physical and must be presented to the physician at the time of the physical examination.
Explain "Yes" answers at end of form. Circle questions for which you don't know the answers.

The student with the help of the parent or guardian is to answer the following questions:

1. Have you had a medical illness or injury since your last check up or sports physical? Yes__ No__
2. Have you been hospitalized overnight in the past year? Yes__ No__
 Have you had surgery in the past year? Yes__ No__
3. Are you currently taking any prescriptions or non-prescription (over the counter) medication or pills or using an inhaler? Yes__ No__
4. Do you have any allergies (for example, to pollen, medicine, food or stinging insects)? Yes__ No__
5. Have you ever passed out during or after exercise? Yes__ No__
 Have you ever been dizzy during or after exercise? Yes__ No__
 Have you ever had chest pain during or after exercise? Yes__ No__
 Do you get tired more quickly than your friends during exercise do? Yes__ No__
 Have you ever had racing of your heart or skipped heartbeats? Yes__ No__
 Have you ever been told you have a heart murmur? Yes__ No__
 Has any family member or relative died of heart problems or of sudden unexpected death before age 50? Yes__ No__
 Has any family member been diagnosed with enlarged heart, hypertrophic cardiomyopathy, long QT syndrome, Marfan's syndrome, or abnormal heart rhythm? Yes__ No__
 Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month? Yes__ No__
 Has a physician ever denied or restricted your participation in sports for any heart problems? Yes__ No__
6. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, or blisters)? Yes__ No__
7. Have you ever had a head injury or concussion? Yes__ No__
 Have you ever been knocked out, become unconscious, or lost your memory? Yes__ No__
 If yes, how many times? ____ When was the last concussion? _____ Yes__ No__
 How severe was each one? (Explain in the space provided) Yes__ No__
 Have you ever had a seizure? Yes__ No__
 Do you have frequent or severe headaches? Yes__ No__
 Have you ever had numbness or tingling in your arms, hands, legs or feet? Yes__ No__
 Have you ever had a stinger, burner, or pinched nerve? Yes__ No__
8. Have you ever become ill from exercising in the heat? Yes__ No__
9. Have you ever gotten unexpectedly short of breath with exercise? Yes__ No__
 Do you cough, wheeze, or have trouble breathing during or after activity? Yes__ No__
 Do you have asthma? Yes__ No__
 Do you have seasonal allergies that require medical treatment? Yes__ No__
10. Have you had any problems with your eyes or vision? Yes__ No__
11. Are you missing any paired organs? Yes__ No__
12. Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, and retainer on your teeth, hearing aid?) Yes__ No__

MEDICAL HISTORY FORM – PART 2

Student Name: _____ Date of Birth: _____

13. Have you ever had a sprain, strain, or swelling after injury? Yes No ____
 Have you broken or fractured any bones or dislocated any joints? Yes No ____
 Have you had any other problems with pain or swelling in muscles, tendons, bones, or joints? Yes No ____
 If yes, check the appropriate one and explain below.

_____ Head	_____ Elbow	_____ Hip
_____ Neck	_____ Forearm	_____ Thigh
_____ Back	_____ Wrist	_____ Knee
_____ Chest	_____ Hand	_____ Shin/Calf
_____ Shoulder	_____ Finger	_____ Ankle
_____ Upper Arm		_____ Foot

14. Do you want to weigh more or less than you do now? Yes ____ No ____
 Do you lose weight regularly to meet weight requirements for your sport? Yes ____ No ____
 15. Do you feel stressed out? Yes ____ No ____
 16. Record the dates of your most recent immunizations (shots) or disease for:
 Tetanus _____ Measles _____
 Hepatitis B _____ Chickenpox _____

17. Are you currently under a doctor's care?

FOR FEMALES ONLY:

18. When was your first menstrual period? _____
 What was your most recent menstrual period? _____
 How much time do you usually have from the start of one period to the start of another? _____
 How many periods have you had in the last year? _____
 What was the longest time between periods in the last year? _____

Explain "Yes" answers here:

Please list all prescribed medication taken by your child:

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

I have reviewed and acknowledge the information in this Medical History Form.

Physician's or Authorized Examiner's Signature: _____ Date: _____

PHYSICAL EXAMINATION FORM

Student's Name: _____ Height: _____ Weight: _____ Pulse: _____ Blood Pressure: _____

Vision R 20/____ L 20/____ Corrected: Yes____ No____ Pupils: Equal ____ Unequal ____

Hearing: Normal ____ Referred ____ Spinal Exam: Normal ____ Referred ____ % Body Fat (optional) _____

MEDICAL	NORMAL	ABNORMAL FINDINGS	INITIALS
Appearance			
Eyes/Ears/Nose/Throat			
Lymph Nodes			
Heart-Auscultation of the heart in the supine			
Heart-Auscultation of the heart in the standing position			
Heart-Lower extremity pulses			
Pulses			
Lungs			
Abdomen			
Genitalia (males only)			
Skin			

MUSCULOSKELETAL

Neck			
Back			
Shoulder/Arm			
Elbow/Forearm			
Wrist/Hand			
Hip/Thigh			
Knee			
Leg/Ankle			
Foot			

CLEARANCE

† Cleared for Participation

† Not cleared for Participation Reason: _____

Recommendations and/or Restrictions: _____

The following information must be filled in and signed by either a Physician, a Physician Assistant licensed by a State Board of Physician Assistant Examiners, or a Registered Nurse recognized as an Advanced Practiced Nurse by the Board of Nurse Examiners.

Name (print/type): _____ Date of Examination: _____

Address: _____ Phone Number: _____

Signature: _____ Title: _____

Scheduled and As-Needed "PRN" Medication Permission

SCHEDULED AND "AS NEEDED" (PRN) MEDICATION PERMISSION

Only **necessary** medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistance, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over-the-counter" medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. "Over-the-counter" include cough drops, ointments, and eye drops and may not be given without a physician and parent signature.
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the **school nurse** can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the "As-Needed Medications, Special Medication or Treatment" section for medications that are "prn" any other route other than oral and for special treatments needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

SCHOOL: _____

NAME OF STUDENT: _____ ROOM: _____ GRADE: _____

NAME OF MEDICATION
and STRENGTH _____

DOSAGE: _____ TIME(S) _____
ROUTE _____ DIRECTIONS FOR GIVING _____

BEGINNING DATE: _____ ENDING DATE: _____

AS-NEEDED MEDICATION, SPECIAL MEDICATION OR TREATMENT SECTION

A. Circumstances warranting requested PRN treatment/medication:

1. Condition requiring treatment/medication: _____
2. Signs and symptoms of condition: _____
3. Signs and symptoms that require medication and/or treatment to be given. _____
4. Length of time signs and symptoms present to warrant treatment/medication: _____

Scheduled and As-Needed "PRN" Medication Permission

5. Related signs and symptoms of condition which constitute a medical emergency for which EMS and parent called: _____

6. Maximum number of treatments per school day not to exceed: _____

7. Additional instructions/comments: _____

8. Supplies needed _____ Amount _____

C. Skills required to administer treatment/medication: _____

D. Method of administration of treatment/medication: _____

E. Additional instructions/comments: _____

F. This medication may/may not be carried by school personnel to school-related events or off-campus events.

Beginning Date: _____ End Date: _____

SIGNATURE OF PHYSICIAN: _____ DATE: _____
(STAMPED SIGNATURE NOT ACCEPTED)

PRINTED NAME: _____

PHYSICIAN'S TELEPHONE NUMBER: _____

Parent or Guardian

I want to be called: _____Before giving the medication _____After medication is given _____Other

Comments or information:

I hereby request that the medication specified above is given to the above named student and that someone gives the medication other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Galveston – Houston, its servants, agents, and employees including, but not limited to the parish, the school, the principal, and the individuals giving the medication of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Galveston – Houston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/ GUARDIAN: _____ DATE: _____

St. Ambrose Catholic School

Parent - Student Handbook Agreement

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Dear Parent:

Please sign, date, and return this acknowledgement form to your child's teacher. Your signature and that of your child/children indicate that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook.

Thank you for your cooperation.

Detach and Return

We have read and discussed the St. Ambrose Catholic School Handbook. We agree to follow the school procedures, regulations, and policies covered in this Handbook.

Parent or Legal Guardian signature

Date

Parent Name (printed)

Date

Student signature

Date

Student signature

Date

Student signature

Date

Signed form must be returned to homeroom teacher.

Archdiocese of Galveston-Houston

Volunteer's Code of Conduct

As a community of faith we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry at St. Ambrose Catholic School in Houston, Texas.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to Child Protective Services (800-252-5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Obey all traffic laws when driving children and youth.

As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.
- Drive a vehicle not in compliance with regulations and/or inspection while driving children.

As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I agree to notify the Archdiocesan Safe Environment Coordinator within 30 days if I have been charged with, convicted of, granted deferred adjudication or plead nolo contendere to any felony or any misdemeanor involving moral turpitude. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

Volunteer's Printed Name

Name of Ministry/Activity in which I volunteer

Volunteer's Signature

Date

School Calendar 2018-2019

August 8	Teacher In-service Day
August 22	Parent Organization Executive Committee 6:30 PM
August 9 - 10	Teacher In-service days
August 10	Archdiocesan Opening School Mass for Teachers
August 12	Meet the Teachers & Ice Cream Social for all SAS families, faculty and staff 2:30-4:30 PM in the cafeteria
August 13	Teacher In-service day
August 14	First day of school; 12PM Dismissal; No After School Program
August 15	Full day of school; After School Program begins
August 25	Playground Cleanup
August 28	School Board Meeting 7:00 PM
September 3	Labor Day – No School
September 5	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
September 7	First Friday - Free Dress
September 12	Parent Organization Executive Committee 6:30 PM
September 14	Progress Reports available
September 14	Meet the Hornets pep rally & dance in gym
September 17	Start of Spirit Week
September 20	Parent/Student/Teacher Conferences 5:00 – 8:30 PM by appointment
September 21	Parent/Student/Teacher Conferences 1:00 – 4:00 PM by appointment; 12PM Dismissal; After Care available until 6PM
September 25	School Board Meeting 7:00 PM
October 3	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
October 5	First Friday - Free Dress
October 8	No School - Teacher In-service Day
October 10	Parent Organization Executive Committee 6:30 PM
October 17	End of First Quarter
October 23	School Board Meeting 7:00 PM
October 25	Report Cards available
November 2	First Friday - Free Dress
November 3	First Reconciliation for 2 nd Grade 10:00 AM (date is tentative)
November 7	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
November 13	Open House for Current SAS Families 9:00 AM – 2:00 PM & 6:00 PM - 8:00 PM
November 14	Parent Organization Executive Committee 6:30 PM
November 16	Progress reports available
November 16	Kindergarten & 8 th Grade Church Buddy Thanksgiving Dessert Feast
November 19 - 23	Thanksgiving break – No school
November 26	Classes resume
November 27	School Board Meeting 7:00 PM
December 1	SAS Winter Wonderland including Breakfast with Santa
December 5	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
December 7	Feast of St. Ambrose
December 12	Parent Organization Executive Committee 6:30 PM
December 14	Free Dress (due to the 7 th being Mass day)
December 21	Christmas Program – 12PM Dismissal - No After School Program available
Dec 24 – Jan 8	Christmas Holidays – No school

January 7	Teacher In-service
January 8	School resumes
January 9	Parent Organization Executive Committee 6:30 PM
January 10	End of Second Quarter
January 17	Report Cards available
January 18	12PM Dismissal; Parent/Student/Teacher Conferences 1:00 – 4:00 PM
January 21	Martin Luther King Holiday – No School
January 22	School Board Meeting 7:00 PM
Jan 27 - Feb 1	Catholic Schools' Week
Jan 28 - Feb 1	Book Fair
January 28	Eighth Grade vs. Teachers Volleyball Game
January 29	Donuts with Dads 7:00 – 7:45 AM
January 30	Munchies with Moms 7:00 – 7:45 AM
January 31	Open House for SAS Families prospective parents 9:00 AM–2:00 PM & 6:00 PM-8:00 PM
February 1	Mass and Grandparents' Day
February 1 – 2	St. Pius X High School Middle School Academic Rally
February 6	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
February 8	Free Dress on 2 nd Friday (due to Mass on First Friday)
February 12	Progress Reports available
February 13	Open House for prospective parents 9:00 AM – 2:00 PM
February 13	Parent Organization Executive Committee 6:30 PM
February 16	Steps for Students Race
February 18	In-service Day. No School.
February 20	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
February 22	Go Texan Day
February 26	School Board Meeting 7:00 PM
February 27	Open House for SAS Families & prospective parents 9:00 AM – 2:00 PM
March 1	First Friday - Free Dress
March 6	Open House for prospective parents 9:00 AM – 2:00 PM
March 6	Ash Wednesday (the first day of Lent)
March 11 - 15	Spring Break
March 18	Classes resume
March 20	Open House for prospective parents 9:00 AM – 2:00 PM
March 20	Parent Organization Executive Committee 6:30 PM
March 25	End of Third Quarter
March 26	School Board Meeting 7:00 PM
March 27	Open House for prospective parents 9:00 AM – 2:00 PM
March 28	Report Cards available
April 1 – 12	Standardized Testing
April 5	First Friday - Free Dress
April 10	Parent Organization Executive Committee 6:30 PM
April 17	Open House for prospective parents 9:00 AM – 2:00 PM
April 18	Holy Thursday – Noon dismissal. No After School Care available.
April 19	Good Friday – No School
April 22	Easter Monday - No School
April 23	Classes resume
April 23	School Board Meeting 7:00 PM

April 24	Open House for prospective parents 9:00 AM – 2:00 PM
April 26	Progress Reports available
April 26	Field Day
May 1	May Crowning of Mary
May 1	Open House for prospective parents 9:00 AM – 2:00 PM
May 2	First Communion Pot Luck dinner for 2 nd Grade 7:00 PM in Cafeteria
May 3	First Friday – Free Dress
May 4	First Communion for 2 nd Grade 10:00 AM
May 3	PreK 4 & 7 th Grade Church Buddy Cinco de Mayo Feast
May 8	Open House for prospective parents 9:00 AM – 2:00 PM
May 8	Parent Organization Executive Committee 6:30 PM
May 10	Talent Show
May 17	Recognition Ceremony
May 19 - 21	Eighth Grade Trip
May 21	School Board Meeting 7:00 PM
May 24	Eighth Grade Breakfast 8:30 AM in Cafeteria
May 24 Auditorium	Eighth Grade Graduation Mass 6:30 PM in Church, followed by reception in Auditorium
May 24	Eighth Grade Dance in Auditorium from 9:00 – 11:30 PM
May 27	Memorial Day - No school
May 28 Auditorium	Kindergarten Celebration 6:30 PM in Church, followed by reception in Auditorium
May 30	Last Day of School – Noon Dismissal – No After School Care
May 31	Teacher In-service day
June 3 - 5	Teacher In-service days

Dates are subject to change. If you have any questions, please call the School Office. Thank you!

*updated 8/13/18

Notification of Emergency Conference

I, or we, _____ the parent(s)/legal guardian of
_____ were involved in a conference with school personnel at
_____. We have been notified that our child has expressed
_____. We have been advised that we should seek
psychological/counseling consultation immediately.

I understand that the Archdiocese of Galveston-Houston is not responsible for the provision
of these services, but is alerting me to this emergency just as they would inform me of any
health problem.

_____ School has clarified its roles and will provide follow-up assistance to
our child to support the evaluation/treatment services.

Parent/Guardian Signature: _____ Date: _____

School Personnel: _____

LIFE PACT

The school person (one working directly with the student) should have the student who has a plan to commit suicide or appears to be a high risk based on responses on the Suicide Questionnaire, sign a contract assuming responsibility to ensure his/her safety. The contract should be written up individually and signed by the student and school person. A sample contract appears below.

I, _____ a student at _____
Name School
take the responsibility for my welfare and agree not to harm myself in any way.

I understand that if I am having suicidal thoughts that I agree to call

_____ at _____.
Name Phone No.

If I cannot reach them, I will call 911 or I will tell an adult and get help for myself.

CONTACTING THE FAMILY

The school's role is to detect and refer suicidal students to receive the help that they need. When a student has been thinking of suicide our responsibility is to clearly notify the parents and help them increase the supervision of their child. This notification must take place regardless of how capable we see the family of responding in a helping manner. Our task is to help them respond in such a manner. Contracting, monitoring and counseling with a suicidal student are all very desirable activities but they should not take the place of parental notification and referral outside the local school.

STUDENT INFORMATION FORM

We at _____ School are committed to providing the best education for your child. Please provide the following information to enable us to achieve this goal.

(ALL INFORMATION IS HELD IN CONFIDENCE)

1. Are you aware of any special considerations required by your child, which may impact his or her ability to participate in all aspects of the programs offered by _____ School? ____Yes____No
If your answer is yes, please describe these special considerations below:
Academic: _____

Behavioral: _____

Physical: _____

Social: _____

2. Have you ever been asked to withdraw your child from a particular school for disciplinary reasons? ____Yes ____No. If your answer is yes, please explain the circumstances.

3. Has your child ever been expelled, suspended or had any discipline/behavioral problems? ____Yes ____No
If your answer is yes to question #2 or #3, please explain the circumstances.

4. Do you have any recent assessments that provide insights on your child's educational needs? ____Yes ____No
If yes, please provide the school with a report.

Parent/Guardian Signature _____ Date: _____

Name of Student _____