

St. Ambrose Catholic School

**2009-2010
Parent – Student
Handbook**

Welcome

With pleasure, we welcome you to a new school year at St. Ambrose Catholic School! The recent visit of Pope Benedict provided us with much food for thought about a Catholic School. "A Catholic School is not only about teaching reading, math, writing, science, social studies, etc. The main focus and need in our society today is for the teaching of faith, religious knowledge, values and morals!" The Pope went on to say that this is important not only for the student, but for the parents and caregivers who must reinforce this in the family. We are really happy to have you and your family as part of our school and share this journey with us. We hope that you find St. Ambrose to be a school which enables each individual to reach his/her maximum potential in a positive, caring environment so that by their fruits, you will know them. We welcome children and parents of all faiths to become a part of our Christian community.

Mission Statement

St. Ambrose Catholic School is a community committed to proclaiming Christ's message of love and service in order to develop the faith of our students in the Roman Catholic tradition. We recognize and respect the strengths and differences of our children by providing diverse learning experiences while achieving academic excellence in a safe environment. Christian values and life skills are modeled and taught in order to prepare our students to be spiritual and academic learners, active in parish and community life.

Philosophy

Our school is a community of learning. As part of the Catholic Church, it strives to teach the proper behavior of Christian citizens. The faculty and staff set an orderly environment so that the educational process may take place. Parents are the first teachers of their children. Parents are expected to support the commitment of the Catholic school and be a good example for their children. Spiritual development is encouraged through weekly attendance at liturgies prepared by the students and teachers, but more importantly through participation in Mass/church services on weekends or Holy days with their parents or guardians. Their faith development is supported by the reception of the sacraments, daily religion classes, and prayer. The efforts of all will make our educational environment unified, harmonious and successful---hence, a learning community based on strong spiritual values.

ST. AMBROSE CATHOLIC SCHOOL

301 S. Chestnut St.

Seymour, IN 47274

Phone: 1-812-522-3522 Fax: 1-812-522-3545

www.stambroseCatholic.com

St. Ambrose Faculty & Staff

Principal: Sister Anna Rose Lueken, OSB

Secretary: Mrs. Mary Brown

Pastor: Father Scott Nobbe

Preschool: Mrs. Sara Speer

Preschool Aide: Mrs. Michelle Carter

Kindergarten: Ms. Sharon Pfaffenberger

Kindergarten Aide: Mrs. Georgiann Coons

First Grade: Mrs. Amy Hughes

Second Grade: Mrs. Angie Craig

Third Grade

Homeroom: Mrs. Kim Stewart

Fourth Grade

Homeroom: Mrs. Tennille Chandler

Fifth & Sixth Grade

Homeroom: Mrs. Trudie Disque

Seventh & Eighth

Homeroom: Mrs. Katie Gilbert

Music & P.E.: Mrs. Becky Grelle

Art: Mrs. Leisa Sunbury

Cafeteria: Mrs. Linda Ude & Mrs. Joannie Carpenter

Custodian: Mr. Doug Joray

Saint Ambrose School 2009-2010 Calendar

Sunday, August 9	Kindergarten and Preschool Open House Kdg.- 4:00 p.m.-4:30 p.m. Pre-K - ¾ group – 4:30 p.m. – 5:00 p.m. Pre-K – 4/5 group – 5:15 p.m. – 5:45 p.m.
Mon., Tues., Wed., Aug. 10,11,12	Teacher Meeting, Conference, Work Days
Tuesday August 11	Open House in the Evening (1-8)
Thursday August 13	First Day of School
Monday September 7	Labor Day- No School
Thursday October 1	Parent Teacher Conference Day- No School
Friday October 2	Fall Break- No School
Wed., Thurs., Fri., Nov. 25,26, 27	Thanksgiving Vacation - No School
Tuesday December 8	Feast of Immaculate Conception
Tuesday December 22	Last Day Prior to Christmas Break
Wednesday December 23	Christmas Break Begins
Monday January 4	Teacher Report and Record Day
Tuesday January 5	First Day after Christmas Break
Monday January 18	Martin Luther King Day – No School (snow make-up day if needed)
Wednesday February 3	Parent Teacher Conferences- No School
Monday February 15	Presidents’ Day -No School (snow make-up day if needed)
Monday March 15-19	Spring Break Begins- No School
Monday March 22	Classes Resume after Spring Break
Friday April 2	Good Friday-No School (snow make-up day if needed)
Monday, April 26- May 5	ISTEP+ and Progress Testing
Friday May 7	No School (Make up snow day if needed)
Wednesday May 26	Student Last Day
Thursday May 27	Teacher Last Day

ARRIVAL IN AM AND MORNING CARE

- Morning Care is from 7:00 – 8:00 a.m. There is a minimal fee for this service. Parents are requested not to drop children off before 7:00 a.m. Supervision is not available prior to that time. Occasionally, an exception may occur if approved by the principal.
- The school office is generally open by 7:00 a.m.
- Students arriving prior to **8:10** must go to the gym. Supervision will be provided for their care.
- At **8:10** the students are sent to their classrooms. All students must be in their seats by **8:20 a.m.** or they are considered tardy. This means being in their seats and ready to begin class and not entering the front door! **This time has changed and we want to try this schedule due to the change of Mass time. Mass time this year will be at 8:30 a.m. on Fridays.**
- If a student rides the school bus, we may need a week to get the routes secured. It is important that the students who will be riding the bus begin as soon as possible to help with this arrangement.
- On rare occasions when children may be delayed in their arrival at school due to unavoidable circumstances, (trains, ice, accidents, etc.) they will not be considered tardy.
- The parent must send a note in the morning if a child will be leaving for an appointment at lunch time. The child must be signed out and signed back in when they return. If the doctor indicates that the child should go home, the school must be informed.

3:15 DISMISSAL- END OF DAY

*****STUDENTS THAT ARE ABSENT FOR TWO HOURS OR MORE DURING ANY PART OF THE SCHOOL DAY WILL BE COUNTED ABSENT FOR THAT HALF DAY.**

- Perfect attendance is only awarded to a student who has had no more than 5 tardies or any half day absences.
- Students are not permitted to go home with a different student if the office has not been informed.
- Buses are dismissed from the front door. Space **MUST** be left for the buses to pull in by the entrance, as well as immediately around the corner on Bruce Street. **PLEASE AVOID PARKING IN ANY OF THESE AREAS FOR PICK UP.** Cars are not permitted for parking in the yellow curb area in front of the school from 7:30 a.m. – 8:45 a.m. and from 3:00 p.m. – 3:45 p.m. Buses must have space to pull over for the children's safety.
- Children are dismissed from the back parking lot for parent pick up. Parents may park along Carter or South Street.
- Make sure your child knows how they are to go home after school. If this varies, you might consider leaving a note in their lunch box or school bag, assignment notebook or folder so the teacher may check for certainty.
- Any child remaining behind at 3:30 p.m. must check into Extended Care.

ARRIVAL: ABSENTEE/TARDY REPORTING

- Each day of absence must be reported. Please call the school office by 8:00 AM. In the case of an after lunch absence, a parent must report the absence by 11:00 AM.
- If your child will be going home by different means than he or she normally does, written permission (signed by parent) **is required** and should be given to your child's teacher.

OFFICE PROCEDURE

- When taking your child (ren) out of school for an appointment, please enter the school office and meet the child at the office to complete the sign out form.
- When your child returns after an appointment, please walk the child to the office and complete the sign in form.
- In accordance with Indiana law, students are not permitted to leave the building or school grounds during the day for any reason, unless they have the administrator's and parents' written permission.
- St. Ambrose Staff and office must closely monitor the absences.

ILLNESS

- Any absence of more than three days must have a doctor's note.
- If a child has a communicable disease or condition (chicken pox, head lice, etc), please notify the school office of the circumstances. We may need to notify other parents of the disease or condition.
- Students with fevers, severe colds and contagious diseases or conditions should stay home! An ill child may not return to school until he/she is "fever free" for 24 hours. We realize that this may cause an inconvenience for you, but minimizes the risk of spreading contagious diseases and protects the health of all other children.
- If a child is absent from school, then he/she may not attend extracurricular activities (including sports practices and games).

HOMEWORK

- When phoning in a child's absence, please indicate the arrangement for getting the child's homework to him or her. The work may be picked up at 3:00 PM in the school office, or sent home with a sibling or friend.
- The length of the absence will determine how much homework make-up time will be provided. (Example: If a student is absent three days, he or she may have three days to complete the missed work.)

EXCESSIVE ABSENCES or TARDIES

- Repeated absences and tardiness may cause a serious learning problem for a child.
- If a child is tardy they **MUST** check in at the office and get a "Tardy Pass" to go to the classroom.
- If a child is absent excessively, the parents and principal will have a conference. The administration will take the necessary steps to insure the child is receiving a compulsory education. Your child **MUST** see that you support the education plan. Being tardy or absent is only acceptable when absolutely necessary! Five tardy days in a quarter results in an office visit and a phone call. A report card will not be issued if the student has not made up the required work.
- Vacation days taken while school is in session are considered unexcused absences.

PREARRANGED ABSENCES

When special circumstances require that a student miss some school days to participate in another family event, the parent must request a "prearranged" absent form. This will alert the school and the teacher to a specific absence and they can try to coordinate this with you. Work may be sent home for make up prior to, or during the missed days. Tests should be taken prior to, or on the returning day. A day when a student is invited to be a page in a Government Office, they will be excused by law.

ACCREDITATION

St. Ambrose Catholic School is fully accredited and certified by the Indiana State Department of Education and the North Central Association of School Accreditation. It is also categorized as a "Free Way School!" This is a new state recognition.

ACCIDENT/ILLNESS

Parents are requested to keep their information at school current and updated, especially on the children. Emergency information is kept on file in the office for every student, and **MUST** have current home phone number, work number and cell phone number (if available) for both parents. If a child has an accident while at school this becomes extremely important for both of us to be informed. If a child sustains an accident at school or during participation in school sports that is not immediately detected, it is important that the parent notify the administration immediately so our insurance company may be contacted within twelve hours.

ADMISSION

Admission to St. Ambrose is open to all Catholic families, as well as students of other faiths, regardless of race, sex, or nationality as long as the class enrollment is monitored.

Registered (affiliated) Catholics are those families with at least one parent being a baptized Catholic and registered through St. Ambrose Catholic Church. **Registered (affiliated) Catholics attend Sunday Mass regularly and contribute to the support of the church by using the church contribution envelopes.** Children of registered (affiliated) Catholics must be baptized in a Catholic Church and involved in sacramental preparation classes prior to the beginning of school. Baptismal records must be presented at the initial registration if they were baptized in another Catholic Church besides St. Ambrose or Our Lady of Providence. It is the parents' responsibility to alert the administration that their child may not have received the sacraments at their previous school if they wish the child to be prepared for the sacraments at St. Ambrose.

PARENTS OF TRANSFERS

- We will contact the previous school to verify good standing and to determine academic placement.
- Arrangements will be made for the payment of tuition and fees.
- New parishioners, if Catholic, must first enroll in the parish. A baptismal certificate, up-to-date medical immunization record, birth certificate and dental form should be on file in the school office prior to the first day of school. This is a state law and can result in removal from school until this is corrected.
- There will be a conference among the principal, parents and student if necessary.

REQUIREMENTS FOR ENTERING ST. AMBROSE SCHOOL

- To enter kindergarten, a child must be five years of age by August 1st of current school year.
- To enter first grade, a child must be six years of age by August 1st of current school year.

ATHLETICS: GYM

- Sports are offered as part of the St. Ambrose Sports Program under the guidance of our Sports Council. Duties of the Sports Council are to appoint coaches who can influence the students in a positive way, oversee scheduling, and hire officials for the games. They work with the principal and are accountable to the School Commission.
- All students, parents and coaches of St. Ambrose School are expected to uphold the high standards of our school as they represent our school on an athletic team. Good sportsmanship and self-discipline will be stressed. Anyone yelling obscenities at referees, coaches or students may be asked to LEAVE. Approval to return to the gym may be given only by the administration or a sports committee officer.
- Parents, as well as coaches, are reminded of their roles as models for the students. Winning may be a goal, but losing gracefully and learning from the loss must also be our goal. Students **MUST** be encouraged to do their best and this is achieved by positive reinforcement. If there are any concerns about coaches or adults' behavior, this must be brought to the principal's attention immediately.

OTHER USES FOR THE SCHOOL GYM (See Gym Use Policy in Appendix)

- Bingo is automatically scheduled every Sunday throughout the year. The only time we do not have Bingo is on Easter and if Christmas Eve or Christmas falls on a Sunday.
- The school gym is available for sports activities (practices and games). The times must be scheduled in the school office. You will receive a copy of rules and procedures at that time.
- One or two adults must be in charge and have participated in the Virtus Program. One may not assume that they have use of the gym. A calendar of events is maintained and must be checked at the office.
- Market Day, school programs, etc., need to be scheduled during the school year with the principal or secretary.
- All fund-raising events need to be cleared with the School and Parish Commissions as well as the pastor prior to scheduling.
- Events are to be scheduled and paid for prior to the date by contacting the school office. There is a rental fee and paperwork to sign before a key is issued.
- Anyone not following this procedure, or using the school gym without scheduling, will be asked to leave. Coaches who have keys MAY NOT share them with anyone or let a group into the gym without permission from administration.

BACK TO SCHOOL NIGHT (Open House)

Prior to the opening of school in the fall, Open Houses are planned for preschool and kindergarten families. Families with children in first – eighth grades are invited to another planned evening.

BACKGROUND CHECKS

- Background checks are required for all employees and volunteers.
- The background checks are conducted through a service required by the Archdiocese of Indianapolis. The extent of this background check goes beyond the requirement of the State of Indiana.
- All employees must also have read and signed “The To Be Safe & Secure.” booklet provided by the Archdiocese.
- Parents that may be transporting children to field trips and games must present a copy of their license to the office and complete the verification of insurance required by the Diocese. This will help if something unfortunate happens.
- All staff and volunteers must also have participated in the Virtus Training and keep abreast with the on-line training!

BAND

- Students in fourth grade are asked to purchase recorders at the beginning of the school year. The students will be taught by the music teacher to play this instrument for upcoming musicals.
- The students in fifth, sixth, seventh and eighth grade work in small groups based on the type of instruments they have selected with the band teacher (e.g. brass, woodwind, etc.). The instrument assignment is based on an ear music inventory test and instrument try out. Students and their parents then work out a rental agreement with Paige’s Music if an instrument needs to be rented.

BICYCLES/WHEELED VEHICLES/SKATEBOARDS

- Bicycles may be ridden to school. A bike rack is provided in front of the school. This is the only area in which bicycles or skateboards will be allowed! Students must provide a bike lock for safe keeping of the bicycle during the day. The school cannot be responsible for stolen or damaged bikes.
- All students are expected to abide by safety rules and regulations of the State of Indiana as well as respecting all riders.

BIRTHDAYS

- Parents need to let the teacher know if they will be sending in a birthday treat for the class.
- The treats are to be nutritious, rather than “junk food.”
- Please check with the teacher regarding children with special dietary needs.
- Children who have birthdays during the summer months or vacations may make arrangements with the teacher to schedule a celebration.

BOOK BAG CARRIERS

Book Bag carriers **with wheels** are not allowed in the school for safety reasons.

BOOKS

- All books are presented to students on a rental basis (with fees included in tuition).
- Books are updated, reviewed and adopted on a six year cycle with one new series being adopted each year.
- We urge the students to take responsibility for caring for their textbooks and library books.
- Damage to books must be reported and a fee will be charged for anything beyond normal wear.
- Book covers should be purchased and applied to **ALL** hardback books!

BULLYING

St. Ambrose School promotes the Golden Rule: “Treat others as we wish to be treated.” St. Ambrose will not tolerate the following bullying behaviors:

- physical aggression, social aggression, written aggression (including e-mail and internet sites).
- sexual harassment, racial, and ethnic harassment

The Discipline Code consequences may be applied to bullying behaviors.

BUS

The Seymour Community School Corporation does provide bus transportation to and from St. Ambrose School. Our students are expected to be cooperative and respectful of the rules of the bus, as they are not obligated to provide this service to us. Students may be dismissed from riding the bus if the following rules aren't followed:

- Students riding Seymour Community School Corporation buses are expected to follow the rules of the public school. Students may be suspended from the bus for severe misbehavior that the bus driver reports to the principal.
- Students must obey the bus driver at all times.
- Students are to remain seated with limbs inside the bus while it is in motion.

- There is to be no loud talking which may distract the driver.
- The drivers may also designate the procedure for open windows.
- A student is not allowed to ride a different bus than what is assigned at the beginning of the school year (unless circumstances such as moving occur).
- A student is not allowed to ride the bus to another student's home due to overcrowding on the public school buses.
- Preschool students are not allowed to ride the bus to and from school due to the directive from the Indiana Department of Education and the Division of School Traffic Safety.

CATHOLIC SCHOOLS WEEK

This celebration takes place January 31st – Feb. 6th. The theme is “Catholic Schools- Dividends for Life!” It is a time when we celebrate the uniqueness as well as the MANY qualities that make a school a Catholic School. Activities for parents, teachers, and students are traditionally planned for this week.

CHURCH

- Children attend Mass once a week and will be decided and announced. Holy Days are also taken in account.
- Children are expected to be reverent at all times, especially when entering and leaving the church. (Sign of the Cross and Genuflection)
- Students are to keep their hands, feet and objects to themselves and be attentive during the Mass.
- Children are to be actively engaged in the parts of the Mass including prayers, singing and responses.
- Non-Catholic students will participate in all aspects of the religion program except for the full reception of communion.

SACRAMENTS:

Reconciliation and First Communion are received in second grade. Instruction in school is to be enhanced by activities in the home. Two or three parent sessions are an integral part of the program for the children. Ceremonies associated with the initial reception of the Sacraments can be truly meaningful only if the child is led to regularly practice his/her faith. Regular attendance at Sunday Mass is the minimum expectation. Parents have an important responsibility in this regard. Liturgies and workshops are designed to involve the parents and students in the process. Baptismal records will have to be on file prior to the reception of the sacraments. These should have been received on entry to school. Confirmation is received in high school.

CLASSROOMS AND HALLWAYS

- Classes will begin at 8:20 AM
- General rules for each classroom are listed below:
 - No bullying
 - Follow directions the first time they are given
 - Raise hand before speaking

- Complete assignments on time
- Have a respectful attitude
- Keep hands, feet and objects to yourself
- No gum

- During instructional time, silence is to be observed in the school halls.
- There is to be no running in the school building at any time.

COMMUNICATION-ACADEMICS

- Nearly every week and sometimes more frequently, a memo is sent home from the office.
- In addition, teachers communicate weekly with information about their studies .
- The teachers can also communicate via their internet blog page and your child's homework assignment notebooks.
- Teachers may be reached by leaving a message in the office.
- We do ask that the teachers not be interrupted for phone calls in their classrooms or calls on their cell phones.
- Each student's work is sent home on a regular basis.
- Quarterly report cards and mid-quarter reports keep parents informed of their child's progress.
- Teachers and the administrator will phone parents at home or at work if something demands immediate attention.
- Several conference days are noted on your school calendar. Should another time be required, please arrange ahead of time.
- Depending on the number of e-mail addresses we receive from parents we hope to begin sending the school newsletter home via internet.
- Please attempt to go to the primary source when confronted with a situation that concerns you or a child. Only after this contact are you requested to talk with the principal about a situation.
- Misunderstandings and gossip can only add more fuel to a fire than ever intended.

COMPUTER LAB

The school has a computer lab in the library/media center. Each classroom is also equipped with at least two computers. Parents are required to sign the signature page in the back of this handbook indicating whether their child can/cannot use the internet. A filtering program is being used, but they are not fool proof. The advertisements unfortunately are not filtered.

CONFERENCES

Parent-Teacher conferences are held on Thursday, October 1st and Wednesday, February 3rd of this school year. Your child's progress will be discussed during these times. However, since we place a strong emphasis on communication, we encourage you to speak to your child's teacher more frequently if necessary. You may arrange a conference by calling the school office or the teacher.

CURRICULUM

- All students enrolled at St. Ambrose are expected to participate in all of the educational programs that are a part of the school curriculum.
- Our curriculum is composed of state proficiencies as well as standards established by the State and the Archdiocese.
- The State of Indiana and the Archdiocese must approve the texts that we are using.

CANCELLATIONS

If school is cancelled or postponed due to inclement weather, the telephone tree will be used to contact all parents. Additionally, the postponement/cancellation will be called in to local radio and TV stations. St. Ambrose School will follow the Seymour Community Schools in the event of closings and delays. In the event of a 2 hour delay, school begins at 10:30 a.m. and there will be no morning preschool.

DISASTER DRILLS: Fire/Tornado/Lockdowns/Intruder

The School is required to conduct regular disaster drills. Students are given directions as to the correct procedures for these drills. Students are expected to observe silence at all times during these drills. Fire alarms are kept in working condition and charged at appropriate times. In the event of a tornado watch, the school monitors radio and TV stations for weather reports. In case of a tornado warning, students are immediately sent to their stations and remain there until the warning is lifted. An Emergency Handbook is in the process of being updated in accordance with Archdiocesan requirements. It contains information concerning the procedures which will be followed in emergency situations. The station for our students during tornado drills is in the school main hallway downstairs. In accordance with state laws, fire drills are held once a month, and a record of these drills is kept in the principal's office. Tornado drills are held twice each semester. Exits to be used by the respective classes are known. State and local prescriptions are followed and a record of drills is kept in the office.

DISCIPLINE

- The purpose of the school rules is to create a Christian atmosphere and an attitude of respect for others. All regulations of our school are formulated toward this end or are related to attaining this goal.
- Discipline will be directed toward developing the traits which are necessary to: develop good relations with others, become productive individuals, recognize when personal actions interfere with the rights of others, recognize individual rights within the limits of society, cope with real life situations and participate fully in the life of the Christian community.
- Our school considers students' registration a contract among parents, students and faculty indicating that the rules of the school will be observed. Attending St. Ambrose is a privilege not a right.

STUDENT RESPONSIBILITY

Students have the responsibility to:

- demonstrate a Christian attitude and good moral conduct
- attend school regularly and arrive on time
- conduct themselves properly at school functions on or off campus
- participate and be prepared with completed homework and any other necessary materials
- consistently put forth their best effort
- show respect for those in authority
- respect the rights and property of other students
- exercise proper care when using school property
- follow all classroom rules set forth by the teacher
- come to school appropriately dressed according to the St. Ambrose dress code
- exercise care on the playground and play in a responsible way

PARENT RESPONSIBILITY

Parents have the responsibility to:

- set the example of Christian faith, especially by seeing that the family attends Mass or church services weekly
- oversee their child's responsibility to complete their homework assignments
- cooperate with school personnel when solving school-related problems
- care for the student's health and personal cleanliness
- make sure the child observes the school dress code
- send their children to school when school is in session and make sure they arrive promptly
- keep students who are ill at home and make arrangements to have all class work and homework completed
- meet the financial obligations they have accepted by sending their child to St. Ambrose

ADMINISTRATION AND TEACHER RESPONSIBILITY

Administration and teachers have the responsibility to:

- assist each child with reaching his or her potential academically, spiritually, socially and emotionally
- provide a healthy learning atmosphere for learning and teaching
- encourage the development of self-discipline in each child
- encourage students to participate in classroom and extracurricular activities

CONSEQUENCES

- At the discretion of the principal, one or more of the following consequences may occur (not necessarily in sequential order) depending upon the circumstances: verbal correction, note to parents, infraction on "discipline" card, detention, call to parents, parent/faculty conference, behavioral contract, suspension, community service, withdrawal, expulsion.
- In the event of a suspension, students may not participate in any St. Ambrose-related activities until the suspension has been completed.

SUSPENSION AND EXPULSION PROCEDURE

Directives for these procedures are contained in the policy book

DOORS

During the school day, students, parents, and visitors should enter the school through the front doors by the office area. All other doors to the school remain locked during the day.

DRESS CODE (IN APPENDIX)

EARLY DISMISSAL

- If a student must leave school early for a doctor's appointment or for other necessary reasons, the parent must send a note to the homeroom teacher, preferably one day in advance, and come to the office to sign the student out.

- When the parent arrives, the secretary will notify the teacher to send the student to the office. If the student returns to school after an appointment, the parent must also sign the student back in the school.

ELECTRONIC DEVICES AND OTHER NUISANCE ITEMS

- Students may not bring radios, tape recorders, compact discs and players, Game Boys, computer game discs, pagers, cellular phones, iPods, computers, video cameras or other type of cameras, or any other electronic equipment, toys or live animals to school without the specific permission of the administration.
- Saint Ambrose does not accept any financial responsibility for these items brought to school.

FIELD TRIPS/CHAPERONES

- Educational field trips take place several times during the year. Field trips must be approved and must have educational value related to state standards or Archdiocesan guidelines. Participation in a field trip is a privilege, not a right.
- According to State law, written permission must be obtained from parents for any field trip. If your child's field trip form is not signed by the day of the field trip, it will be the principal's discretion on whether a phone call can be made to the parent.
- On occasion, teachers will request help with student supervision from volunteer chaperones for field trips. Some general rules are as follow:
 - The car must have a seat belt for each child.
 - Volunteers need to have Virtus Training through the Archdiocese before approval to chaperone, they must also keep current with updates.
 - School rules and procedures should be followed
 - Young children should not be brought along unless prior approval from the supervising teacher has been given
 - A copy of the chaperones drivers license and proof of insurance should be on file in the school office
 - A background check should also be on file before anyone can drive students
 - Unauthorized stops should never be made
 - Chaperones should not smoke in cars when students are present

HEALTH (A more detailed analysis on Medication is contained in the policy book.)

Records:

- Students must have all immunizations. (These are checked by the Seymour schools nurse.)

Services:

- Seymour Public Schools assign a nurse for consultation to St. Ambrose.
- Audio-meter tests are administered to children in grades 1 and 4. Vision tests are given to grades 1 and 3. New students or other students, if referred by teacher or parent, are tested also.

HOMEWORK

- Homework is designed to be a constructive tool in the teaching-learning process. Its purposes are:
 - to help students develop independent work-study habits
 - to reinforce learning that has taken place at school
 - to bring home and school closer together
 - to aid parents in observing their child's progress

- Parents are encouraged to:
 - provide their child with a suitable place and quiet time
 - show a positive interest in homework and all school work
 - serve as consultants but never do the work
 - encourage extra reading whenever possible

The following are the suggested minute and grade level expectations:

Grades K-2: 20-30 minutes should be spent in some kind of study. Parents may help with religion questions and prayers, phonics rules, spelling words, math facts, etc.

Grades 3-4: 30 minutes to one hour each week night should be spent in home study. Written work will usually be given in some subjects. Some of this work may be finished in school, but children still need some time in actual study.

Grades 5-7: 1 hour+ each week night should be spent in home study. Some of this work may be finished in school, but children should still spend some time at home in actual study.

Keep in mind that teachers often ask students to begin work in class. Students will often have ongoing homework and projects that may be assigned at the beginning of the week. If your child has more homework than indicated above, encourage him/her to take advantage of class time to begin work. Homework of an absent child may be sent home with a brother, sister, or neighbor. Make up of homework missed due to illness or missed days should be negotiated between the student and teacher. Students are responsible for work assigned. Depending upon the age of the child, homework detentions or loss of recess may be given for incomplete or missing work.

ILLNESS, HEALTH, AND INJURY AT SCHOOL (see the appendix for complete information)

INSURANCE POLICIES

The Archdiocese has negotiated a student accident insurance for students in the Catholic Schools. This plan covers accidents during the school day, intramural and interscholastic athletics. The claim should be submitted to the family's insurance first, then the Archdiocesan insurance will cover most unpaid expenses. Parents will need to keep a good record and copies of all bills. All students are automatically covered at no cost to the parents, but the insurance claim must be made within 90 days. Parents are to notify the office of an accident needing professional attention, and a claim form will be given.

LIBRARY BOOKS

Children are permitted to take out library books weekly. We have a volunteer parent who takes care of our library books and the times for the students to go to the library. Students who do not return their library books will not be allowed to take out new books until the prior books are returned. If library books are not returned after several reminders, it will be necessary to charge a replacement cost. Report cards will not be issued if books are not returned or the book cost is not paid.

The Book Mobile is another service that is available to our school. The Jackson County Library Book Mobile comes for grades K-2 every two weeks. Their schedule is given to us at the beginning of the school year.

LOST AND FOUND

A “lost and found” box is at the school. Sometimes it may not be visible, so you may need to ask the secretary or principal if you have lost a particular item. Articles of clothing and such may be disposed of from time to time to prevent them from piling up. **Parents, please put the child’s name on clothing and lunch boxes.** When sorting through the lost and found items, returns cannot be made if we do not know who they belong to. Have your child browse the lost and found items occasionally.

LUNCH PROGRAM

A **hot school lunch** is provided at St. Ambrose School. Many of the lunches the children bring are not nutritious and cost double of what a school lunch might be. The meal contains the basic food groups and vitamins required by the Department of Education. Currently, lunch will be \$1.75 which includes milk and snack milk is \$.50 cents which is available for students in grades K-5 if the student wants it. Additional milk at lunch will be \$.50 cents. Extra lunch items are available. Extra main is .50 cents, extra veggie and fruit is .25 cents each. Adult lunches will be \$2.50.

A **free/reduced priced lunch program** is available for students when the family income meets the specified federal regulations, or extraordinary health expenses etc. Applications must be completed and approved before the free/reduced lunch program can be put into effect. **PARENTS ARE ENCOURAGED TO UTILIZE THE FREE/REDUCED LUNCH PROGRAM WHEN THEIR CIRCUMSTANCES DICTATE. IT WILL HELP YOU FINANCIALLY AND BENEFIT THE SCHOOL THROUGH OTHER SOURCES!** If parents request financial assistance they must apply for the free or reduced lunch. If you meet the criteria for tuition assistance, even if your child chooses NOT to eat the meal, it is to our advantage that you apply. If you have any questions, please inquire at the school office. **Children who are allergic to milk or other food items** need to provide the school with a note from their doctor then the school will serve them an alternative. Children may bring a lunch from home. We ask for you **NOT** to bring in McDonald’s or other fast food restaurant food. **NO CARBONATED DRINKS** or glass containers may be brought to school. This is a state regulation for state-supported schools with lunch programs, of which St. Ambrose is included. When operating a federally sponsored lunch program, snack and drink machines are not to be available during meal times.

If a child brings a lunch to school please make sure they can open the containers. The need to microwave should be kept to a minimum.

If a parent is taking their child (ren) to lunch, a note must be written to the child’s teacher. If a parent is taking someone other than their own child to lunch, there must be a note from that student’s parent. They will only be allowed to invite one student with them each time

NON-CUSTODIAL PARENT

St. Ambrose abides by the provisions of the Family Education Rights and Privacy Act of 1975 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/children. 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 a copy of a notarized court order. The school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent. This is for the protection of the child.

PESTICIDES

The school has a policy and guidelines regarding the use of pesticides. If you would like to view this information, please make a request to do so at the school office. If your child has an allergy to any pesticides, please inform the office in writing immediately. They do not spray during the school day.

PHYSICAL EDUCATION (P.E.)

P.E. is available for grades Kindergarten through 8th.

STUDENTS MUST WEAR TENNIS SHOES ON THE GYM FLOOR DURING P.E. CLASS OR THEY WILL HAVE TO SIT OUT DURING CLASS TIME.

If a child cannot participate in gym he/she must bring in a signed note from the parents or doctor stating the reason. A form must be completed that alerts the instructor to any physical disabilities that may interfere with normal activity.

PICTURES

Individual student pictures will be taken the morning of Sept. 21st. You are under no obligation to purchase these pictures. Parents may choose from a variety of picture packages for purchase. Special group and activity pictures for the yearbook are taken later in the year. The child may wear their uniform or should dress neatly and appropriately.

PLAYGROUND RULES (See previous rules for behavior)

Teachers and parent volunteers supervise the children at each scheduled recess. No wrestling, fighting, pushing, bullying, or football is allowed.

POLICIES/PROCEDURES

We will no longer accept anything but cash or certified funds from anyone who has issued more than 2 NSF (non-sufficient funds) checks within a one year period for purchases made at St. Ambrose.

PRESCHOOL

St. Ambrose School provides two preschool programs. The 3/4 and 4/5 class curriculum are separate. The learning experiences are designed to match the child's developmental age and their ability levels. There are field trips planned and students engage in "show and tell" to enhance language skills and social development. Our preschool is designed to be a solid foundation for formal education and to ease the transition to Kindergarten. Since the preschool is not full time and arrangements and materials not similar, a preschool child may not be counted as another child in the family when calculating tuition.

PROMOTION AND RETENTION

A student is promoted if he/she has attained a suitable measure of success at his/ her present level. Performances on various assessments, such as ISTEP+ or other local testing, will also be considered. If testing indicated the need for remediation, plans should be made for tutoring. Occasionally, retention may be recommended even though remediation is not indicated by standardized test results. Retention is a serious step. A conference will be held and a mutually agreed upon course of action will be taken. Factors such as maturity, developmental skills, and academic performance all play a role in such a decision. The best interests of the child will always be the prime concern.

REPORT CARDS

Report cards are issued 4 times a year at the end of each quarter. The school year is divided into 4 quarters, each approximately 45 days in length.

REGISTRATION

Registration for the upcoming school year takes place in the spring. First a letter is sent to parishioners who have children eligible for Kindergarten. Second, a letter of intent is included in the newsletter for families whose children are already enrolled at St. Ambrose. Finally, enrollment is opened to families who wish to enroll at St. Ambrose.

RELIGIOUS ACTIVITIES

As a Catholic school, St. Ambrose celebrates religious events in special ways. The seasons of Advent and Lent are times to prepare for important Christian events, namely Christmas and Easter.

ROOM PARENTS

The room parents serve as a contact between the teacher and the parents. They may aid the teacher with organizing class parties, field trips, and other class activities. Room parents do not have to always provide the refreshments.

SOCIAL EVENTS

In planning social events and activities, parents need to be sensitive to the feelings of children as well as their safety and welfare. The school has set forth the following guidelines regarding social activities involving the students:

- Invitations to parties or events which are to take place outside of school time are not to be issued at school unless all students in the class are included. Students should be discouraged from discussing such events in the presence of those not included.
- All social gatherings, whether on or off school property, should have adequate adult supervision.

SPECIAL SERVICES

Special individual testing offered in the Seymour area include: IQ, psychological, and educational difficulties, along with speech and hearing testing. If you feel your child might benefit, please discuss the situation with the classroom teacher. The teacher may also request that you consent to the testing in order to help develop a better educational program for your child. Upon receiving the results of the evaluation, a conference will be scheduled.

Speech

Students that have been screened and recommended for speech are offered this service by the Seymour Community Schools. A speech therapist comes to St. Ambrose for this service.

Hearing

An annual hearing screening is provided for all students in grades Kindergarten, 1st and 4th, as well as all referrals, by our public school nurse, Paula Duncan.

Vision

The school nurse will also be doing a vision screening for all students in grades 1 and 3 and all referrals.

STUDENT RECORDS

When a student transfers or graduates, records are sent upon request or notification to the school to which the student is transferring. Records WILL NOT be sent unless all tuition, book fees, library, cafeteria and other fees are paid. According to the Family Rights and Privacy Act of 1975, parents have a right to view their children's records. If a parent feels it is necessary to view their child's records, please make an appointment with the office.

SUPPLIES

The end of the year packet contains a list of supplies that students will need to begin the next school year. Please see that supplies are replenished during the year as they are used.

TECHNOLOGY/INTERNET

Students and parents must sign an Acceptable Use Agreement each year in order for a student to have access to the Internet during the school day. Students who do not have this form signed will not be allowed access. Students who do not comply with all aspects of the agreement will also be denied access. A copy of the Acceptable Use Agreement may be found in the appendix of this handbook of all required signatures.

TELEPHONES

Students are not to bring cell phones to school.

The office telephone is a business phone and is not to be used by the students, unless they are given a phone pass by their teacher or if they have an emergency. Students will not be allowed to make personal arrangements using these phones (such as requesting permission to go to another student's home after school, forgotten lunches, assignments or musical instruments). Parents should leave individual teacher messages with the school office. The school maintains a voice-mail system for messages during and after school hours.

TUITION (see the appendix for complete details)

St. Ambrose School offers the FACTS program for payment of tuition.

If you are not using the FACTS program, a payment is due to the school by the fifteen of each month. Your fees must be paid before records will be released.

VACATION DURING SCHOOL YEAR

Students are expected to be in school on days immediately surrounding holidays. If it is necessary for you to take your child from school, please contact the principal and your child's teacher. If you plan to take a child on vacation during school time, you are required to contact the principal and the child's teacher prior to the vacation. All tests and work will be made up after vacation, unless the teacher is able to provide the test or work prior to the vacation.

VISITORS

All persons entering the building must report to the office. Entry to the building should be by the front doors of the school only. In the event of an emergency, the back doors of the school can be used for an exit. The recent experience with state and nation-wide school disturbances does not allow us the freedom of allowing people to come and go as we might like in our school.

WITHDRAWALS

Families moving from the school should notify the principal and teacher in ample time. The parents must sign a "Release of Information" form before the school is permitted to release the student's records. Records are mailed to the receiving school. Records will not be forwarded if bills are not paid.

Parent or Guardian Signature Page

Please note, this year we are combining several forms so you will not have as many to sign and return. Sign at the bottom upon reading and agreeing to the following:

St. Ambrose has an Internet Policy that has been proposed by the St. Ambrose School Commission. The entire policy is available in the office should you be interested in reading it. The educational value of student Internet access is the joint responsibility of students, parents, and employees of the school. The school MUST have this Permission Form on file before the beginning of the year. All forms of communication have ethical dimensions, requiring guidelines, which meet standards of Christian behavior beyond legal obligations. I give approval of access to the Internet for my child (children).

I give approval for photographs of my child (children) to be used in the newspaper or school brochure. My child (children) can be videotaped in the classroom or when in school programs. I approve of the usage of names of students, names of parents, addresses and phone numbers in a school directory and is listed below.

My child (children) does not have any physical problems or illness that will prevent participation in regular physical education classes. I am to inform the office in writing of any problem my child has that may interfere with physical education. My child is to wear tennis shoes on the day he/she had P.E.

This form must be returned to the school office no later than August 17, 2009. We, the undersigned state that we have read and agreed to be governed by the Student/Parent Handbook for St. Ambrose School for 2009—2010 school year.

We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. St. Ambrose School retains the rights to amend the handbook for just cause and parents will be given prompt notification if changes are made. The handbook is reviewed each year before publication in the summer. If circumstances require alteration during the school year you will be informed along for the time for enforcement.

-----Cut & Return Bottom Portion-----

_____ I agree and will support the information above and in the handbook and will contact the office if there is a question.

Our e-mail address is _____

Parent/Guardian Signature _____

Students in St. Ambrose

Grade

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