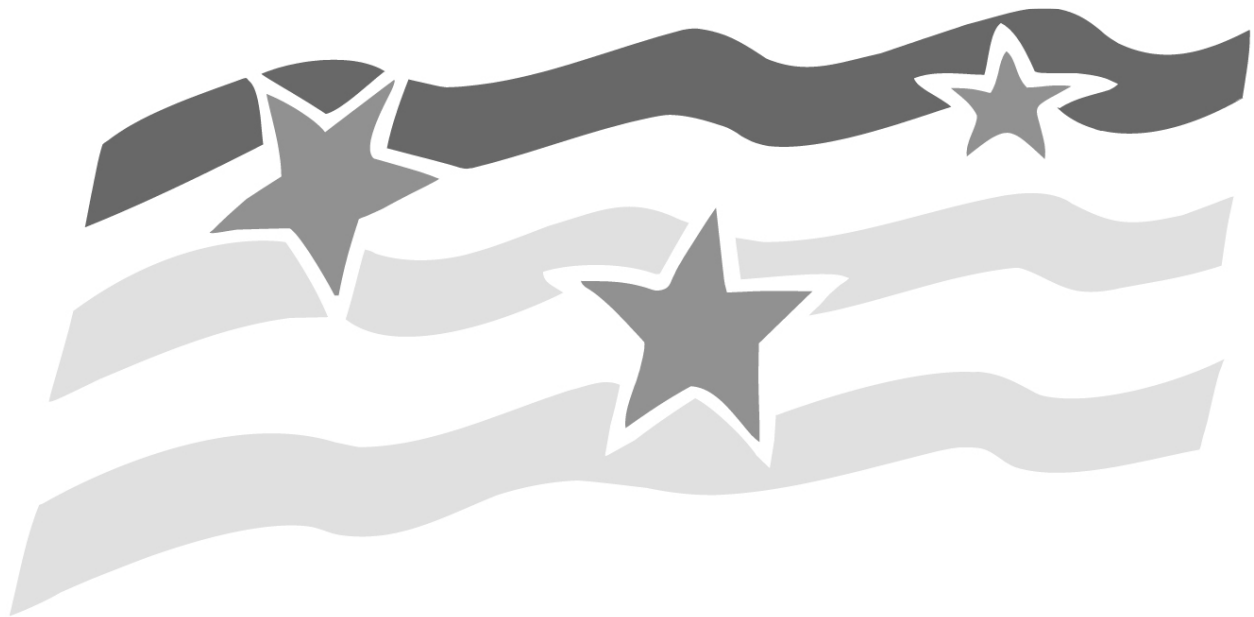


**St. Ambrose Catholic School  
2011-12  
Parent – Student  
Handbook**



**A+ For America**  
**CATHOLIC SCHOOLS**

**ST. AMBROSE CATHOLIC SCHOOL**  
301 S. Chestnut St.  
Seymour, IN 47274  
Phone: 1-812-522-3522 Fax: 1-812-522-3545  
[www.stambroseCatholic.com](http://www.stambroseCatholic.com)

## TABLE OF CONTENTS

Accreditation	6	Lost and Found	19
Admission	6	Mass	20
Arrival/Dismissal	7	Mission Statement	3
Attendance	7	Non-Custodial Parent	20
Athletics	9	Open House	20
Background Checks	10	PTO	20
Bus	10	Pesticides	20
Cafeteria	10	Philosophy	3
Calendar	5	Pictures	21
Catholic Schools Week	11	Playground Rules	21
Class Parties	11	Preschool	21
Communication	12	Registration	21
Computer Lab	12	Religious Activities	22
Curriculum	12	Report Cards	22
Disaster Drills	13	Sacraments	22
Discipline	13	School Cancellation/Delay	23
Dress Code	14	Social Events	23
Educational Responsibility	14	Special Services	23
Emergency Information	15	Specials	23
Extended Care	15	Student Records	24
Extracurricular Activities	16	Supplies	24
Faculty/Staff	4	Technology/Internet	24
Field Trips	16	Telephones	24
Forbidden Items	17	Textbooks	25
Fundraising	17	Tuition/Misc. Payments	25
Grading Scale	18	Visitors	26
Health	18	Welcome	3
Homework	19	Wellness Policy	26

## **Welcome**

We pleasure we welcome you to a new school year at St. Ambrose Catholic School! As Pope Benedict reminds us “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 teaching of faith, religious knowledge, values, and morals!” The Pope also states 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 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 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.

Please note: The school’s mission statement is currently being revised.

## **Philosophy**

Our school is a community of learning. As part of the Catholic Church, it strives to teach 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 the 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 School Faculty & Staff

<b>Principal:</b>	Mrs. Michelle Neibert-Levine
<b>Secretary:</b>	Mrs. Mary Brown
<b>Pastor:</b>	Father Dan Staublin
<b>Preschool:</b>	Mrs. Sara Speer
<b>Preschool Aide:</b>	Ms. April Eaton
<b>Kindergarten:</b>	Mrs. Sharon Eggers
<b>Kindergarten Aide:</b>	Mrs. Georgiann Coons
<b>First Grade:</b>	Mrs. Amy Hughes
<b>Second Grade:</b>	Mrs. Angie Craig
<b>Third Grade:</b>	Mrs. Tennille Chandler
<b>Fourth Grade:</b>	Mrs. Trudie Disque
<b>Fifth &amp; Sixth Grade:</b>	Mrs. Kim Stewart
<b>Seventh/Eighth Grade:</b>	Mrs. Katie Gilbert
<b>Art:</b>	Mrs. Leisa Sunbury
<b>Library Volunteer:</b>	Mrs. Barb Tabeling
<b>Music &amp; P.E.:</b>	Mrs. Becky Grelle
<b>Cafeteria:</b>	Mrs. Joannie Carpenter & Mrs. Linda Ude
<b>Custodian:</b>	Mr. Doug Joray
<b>Extended Care:</b>	Mrs. Dana Dieckmann & Miss Ali Craig

## Saint Ambrose School 2011-2012 Calendar

Sunday, August 7	3/4 Preschool Orientation    4:30 p.m. to 5:00 p.m. 4/5 Preschool Orientation    5:15 p.m. to 5:45 p.m.
August 8,9,10	Teacher Days
Tuesday, August 9	Kindergarten Orientation in Classroom    5:15 -6:00 K-8 Orientation in Parish Center            6:00-6:30 Open House                                        6:30-7:30
Thursday, August 11	First Day of School Grades K-8
Monday, August 15	First Day of 4/5 Preschool
Tuesday, August 16	First Day of 3/4 Preschool
Monday, September 5	Labor Day-No School
Thursday, September 29	Parent Teacher Conference Day-No School
Friday, September 30	Fall Break
Wednesday, November 23	Thanksgiving Vacation-No School
Thursday, November 24	Thanksgiving Vacation-No School
Friday, November 25	Thanksgiving Vacation-No School
Tuesday, December 20	Last Day Prior to Christmas Break
Wednesday, December 21	Christmas Break Begins
Tuesday, January 3	Teacher Day
Wednesday, January 4	First Day after Christmas Break
Monday, January 16	Martin Luther King Day-No School (Possible Make-Up Day)
Wednesday, February 1	Parent Teacher Conference Day-No School
Monday, February 20	Presidents' Day-No School (Possible Make-Up Day)
March 19-23	Spring Break
Friday, April 6	Good Friday-No School (Possible Make-Up Day)
Friday, May 4	No School (Possible Make-Up Day)
Thursday, May 24	Last Student Day
Friday, May 25	Teacher Day

## **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.

## **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 Catholics:** Registered Catholics receive reduced tuition fees. Registered Catholics are those families with at least one parent being baptized Catholic and registered through St. Ambrose Catholic Church and **attend Sunday Mass regularly and contribute to the support of the church by using the church contribution envelopes.** Children of registered 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.

**Enrollment Requirements:** The following documents must be presented to enroll a student: a baptismal certificate (if Catholic), birth certificate, and medical immunization (shot) record. Arrangements will be made for the payment of tuition and fees. To enter kindergarten, a child must be five years of age by August 1<sup>st</sup> of the current school year. To enter first grade, a child must be six years of age by August 1<sup>st</sup> of the current school year.

**Transfer Students:** Transfer students are welcome at any time. The school will contact the student's previous school to verify good standing and to determine academic placement. 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. Arrangements will be made for the payment of tuition and fees.

**Withdrawals:** Families moving from the school should notify the principal and teacher in ample time. Records will be forwarded to the receiving school. Records will not be forwarded if bills are not paid.

## **ARRIVAL/DISMISSAL**

**Arrival:** Students arriving between 8:00 and 8:20 must report to the gym, where supervision is provided at no charge. Students who arrive between 7:00-8:00 must report to the gym for “Extended Care” and pay appropriate Extended Care fees. (See Extended Care for additional information.) All students are dismissed from the gym at 8:20 and must report directly to his/her classroom. Any student not in her/her seat will be counted tardy at 8:30. Please note: No student should arrive at school before 7:00am! Please avoid parking in the yellow curbed area in front of school. This is for the buses to safely drop off students. A bike rack is provided in front of the school for students who ride their bikes to school. This is the only area in which bicycles will be allowed! Students must provide a bike lock for safe keeping of the bicycle during the day. The school is not responsible for stolen or damaged bikes.

**Dismissal:** Students are dismissed from the back parking lot for pick-up at 3:15. (Parents may park along Carter or South Streets). Bus students are dismissed from the front door. Please avoid parking in the front at dismissal due to space needed for the school buses. Please note: for student safety, parking is never permitted in the yellow curb areas in the front of school. Make sure your child knows how he/she will be going home each day. If your child will be going home by a different means than he or she normally does, written permission (signed by the parent) is required and should be given to your child’s teacher. Students are not permitted to go home with a different student unless the office has been informed. Any child not picked up by 3:30 will be checked into Extended Care and pay appropriate Extended Care fees. (See Extended Care for additional information.)

## **ATTENDANCE**

**Attendance:** Indiana State law requires all children of elementary school age attend school every day. Students are expected to be on time for classes in order to benefit from the instructional program and to develop the good habits of self-discipline, responsibility, and punctuality. Good attendance is vital if students are to do well in school. Please remember that a phone call before 8:00 on the day of the absence and a signed note from the parent explaining a student’s absence is required. Upon returning to school, it is the student's responsibility to check with his/her teachers to make up work and tests. A student is considered absent half day in the morning if he/she arrives after 10:30. A student is considered absent half day in the afternoon if he/she leaves before 1:15. Students that are absent for two hours or more during any part of the school day will also be counted absent for ½ day. Parents should arrange medical appointments so their children do not miss any part of the school day.

**Tardiness:** Tardiness interrupts your child’s instructional day, so it is **very** important that he/she arrives to school on time. All students should be in his/her classroom by 8:20 each morning. Any student not in his/her seat at 8:30, must report to the office and will be marked tardy. **For every five tardies, the student will receive an after school detention until 4:00.**

**Early Departure/Appointments During the School Day:** Students are considered to be departing from school early when leaving before 3:15. Students must be signed out at the office prior to leaving early. The secretary will notify the teacher to send the student to the office. Please send a note to your child's teacher if you have an appointment or know your child will need to leave school early. In the interest of safety, **only the individuals listed on the consent form will be allowed to sign students out!** If the student returns to school after an appointment, the parent must also sign the student back in the school.

**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, he/she may not attend extracurricular activities (including sports practices and games). 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.)

**Prearranged Absences/Vacation Days:** 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 makeup prior to, or during the missed days. Tests should be taken prior to, or on the returning day. Vacation days taken while school is in session are considered unexcused absences. A day when a student is invited to be a page in a Government Office, they will be excused by law.

Repeated absences, tardiness, or early departures may cause a serious learning problem for a child. 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. Being tardy or absent is only acceptable when absolutely necessary! A report card will not be issued if the student has not made up the required work.

**Perfect Attendance Awards:** Students are encouraged to be present every instructional day and are recognized for achieving perfect attendance during each grading period and for the entire school year. Students must meet the following guidelines in order to qualify for perfect attendance awards:

### For Grading Period

- Student must not be counted absent any whole or partial day during the grading period.
- Student must not accumulate more than two (2) incidents of tardiness during the grading period.

### For School Year

- Student must not be counted absent any whole or partial day during the entire school year.
- Student must not accumulate more than five (5) incidents of tardiness during the entire school year.

## **ATHLETICS**

**Sports Program:** Basketball and volleyball are offered to fifth through eighth grade students under the guidance of our Sports Council.

**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.

**Sportsmanship:** 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.

**Gym:** 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. 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.

## **BACKGROUND CHECKS**

**Background Checks:** Background checks are required for all employees and volunteers. They 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.

**Virtus Training:** All staff and volunteers must have participated in the Virtus Training and keep abreast with the on-line training!

**Field Trip Chaperones:** All field trip chaperones must have participated in the Virtus Training. Chaperones 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 Archdiocese. This will help if something unfortunate happens.

## **BUS TRANSPORTATION**

The Seymour Community School Corporation provides bus transportation to and from St. Ambrose School. Our students are expected to be cooperative and respectful of the rules of the drivers, as they are not obligated to provide this service to us.

**Bus Rules:** Students riding Seymour Community School Corporation buses are expected to follow the rules of the public school. Students may be suspended from riding the bus if the following rules aren't followed:

- 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.

## **CAFETERIA**

**Lunch:** Our school serves nutritious and well-balanced meals every school day. Menus are sent home and may be found on the school website. A school lunch costs \$1.75 which includes milk. A student may purchase extra milk at lunch for .50 cents, extra entre for .50 cents, and/or extra vegetables/fruit for .25 cents. 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; however, **lunch delivered by parents from fast food restaurants is not permitted.** 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 (only two microwaves available to about 50 students). Students are expected to eat properly and exhibit good manners at all times. Carbonated drinks or drinks in glass containers are not permitted. When operating a federally sponsored lunch program, snack and drink machines are not to be available during meal times. Weekly lunch forms and payment are due on Monday mornings.

**Snack:** The younger grades go to the cafeteria for morning snack and the older students have a snack in the classrooms. If a student wants school milk during snack time, he/she will be charged .50 cents. This will be for all students, even students who receive free lunches.

**Free/Reduced Lunch Program:** Assistance 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. Not only does it help you financially, but the school benefits by receiving funding 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 eligible for free or reduced lunches, you also receive textbook assistance. If you have any questions, please inquire at the school office.

## **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is celebrated at the end of January/Beginning of February. 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.

## **CLASS PARTIES**

**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.

**Holidays:** Most classes celebrate holidays with a class party. As with birthday parties the treats are to be nutritious, rather than “junk food”. Please check with the teacher regarding children with special dietary needs.

## **COMMUNICATION**

Communication between the school and home is essential. Please thoroughly read through all information sent home.

**School Newsletter:** The school newsletter and general information will be sent home with students on Thursdays. Weekly newsletters will also be posted on the school website.

**School Website:** The school website [www.stambroseCatholic.com](http://www.stambroseCatholic.com) will be updated regularly and will be a great source of information. Each teacher has a blog that can be accessed through the school website.

**Classroom Newsletters:** Teachers will send weekly newsletters home with students containing specific class information.

**Assignment Books:** All students in grades third through eighth will have an assignment book. You may always write notes to your child's teacher in his/her agenda book.

**Phone Calls:** We ask that teachers not be interrupted for phone calls during instructional times. You may call the office and leave a message and the teacher can return your call.

**Email:** Each teacher will have access to school email. These addresses will be provided to you through newsletters and the school website.

**Parent-Teacher Conferences:** Parent-Teacher conferences are scheduled in September and February. If you would like to conference with your child's teacher at additional times, please contact the teacher.

## **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 and the advertisements unfortunately are not filtered.

## **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 Indiana Academic Standards as well as standards established by the Archdiocese. All

textbooks used at St. Ambrose are approved by the Indiana Department of Education and the Archdiocese.

### **DISASTER DRILLS: Fire/Tornado/Intruder**

The School is required to conduct regular disaster drills (fire, tornado, and intruder). 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 Drills:** Fire drills are required by law and will be conducted on a monthly basis throughout the school year. Students will receive instructions from their teachers regarding proper procedures for fire drills. We encourage all parents to organize and conduct fire drills at home as well.

**Tornado Drills:** Two tornado drills will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the “all clear” has sounded.

**Intruder Drills:** A minimum of one intruder drill will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the “all clear” has sounded. An evacuation may be necessary during one of these drills. Students and teachers are to follow the procedures set up by the administration.

### **DISCIPLINE**

**Respecting Persons:** The good name, reputation and personal safety of each student, faculty, staff member, and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers, and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messaging, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

**Bullying Prevention:** Bullying is when a student is exposed repeatedly and over time, to negative actions of another student or group of students. Bullying implies that there is an imbalance of power and/or strength between the students involved and that the

harm done was intentional (Olweus, 1993). Bullying can be physical (pushing, shoving, tripping, and other hurtful behaviors); Verbal (name calling, teasing, racist remarks, rumors, etc.); and Emotional (intimidating, excluding, threatening, etc.). Rules are in place to help prevent bullying.

- We do not bully others.
- We help students who are bullied.
- We include students who are left out.
- We tell an adult at school and an adult at home when someone is being bullied.

### **General Classroom and Hall Rules:**

- Follow directions the first time they are given
- Raise hand before speaking
- Complete and turn in assignments on time
- Have a respectful attitude (follow the Golden Rule/no bullying)
- Keep hands, feet and objects to yourself
- Remain silent in the school halls during instructional time
- Walk in the halls at all times

**Consequences:** There will be consequences for disruption of the educational environment. At the discretion of the teacher or 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.

### **DRESS CODE**

Please see the current dress code in the appendix of this handbook.

### **EDUCATIONAL RESPONSIBILITY**

**Students 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; and 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; and meet the financial obligations they have accepted by sending their child to St. Ambrose.

**School 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; and encourage students to participate in classroom and extracurricular activities.

### **EMERGENCY INFORMATION**

Parents are requested to keep contact information at school current and updated. Emergency information is kept on file in the office for every student, and we MUST have a current home phone number, a daytime number and cell phone number (if available) for both parents. This information is critical if a student has an accident while at school or becomes ill. 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.

### **EXTENDED CARE**

St. Ambrose is happy to offer this service to our school families. The program is a combination of playtime, snack time, and study time. While the climate of the program is not as formal as school, it does have structure. Since the program is housed in the school and parish center all school and parish rules are to be followed.

#### **Hours of Operation:**

Before School Care\*: 7:00-8:00 am (gym)  
After School Care: 3:15-5:30 pm (gym/Parish Center)  
Early Dismissal: 12:30-5:30 (additional fees apply)

\*In the event of a weather delay, there will NOT be Extended Care.

**Attendance:** Attendance is taken daily when students arrive at the Extended Care meeting point (gym). A parent or guardian signature is required at evening check-out (Parish Center). Part-time parents should notify their child's teacher if they intend to have their child(ren) stay for the Extended Care Program.

**Fees:** There is a \$15 registration fee per family.

Full Time Morning:	\$15 per week for first child \$5 per week for each additional child
Drop-In Morning:	\$3.25 per day for first child \$1.50 per day for each additional child
Full-Time After School:	\$30 per week for first child (3:30-5:30) \$10 per week for each additional child \$15 per week for first child (3:30-4:30) \$5 per week for each additional child
Drop-In After School:	\$6.50 per day for first child \$3 per day for each additional child
Early Dismissal	\$8 per day for first child (12:30-3:15*) \$4 per day for each additional child *Standard rates apply after 3:15.

There is a \$1 late fee charged per minute after 5:30  
Rates will be prorated for scheduled short weeks.

## **EXTRACURRICULAR ACTIVITIES**

St. Ambrose students will have an opportunity to participate in extracurricular activities. Some of these activities are: Basketball (boys and girls), Football (boys), Volleyball (girls), Math Pentathlon, Spell Bowl, MATH Bowl, National Geographic Bee, and Science Fair.

## **FIELD TRIPS**

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.

**Permission Slips:** 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.

**Volunteers/Chaperones:** On occasion, teachers will request help with student supervision from volunteers/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 driver's 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; and chaperones should not smoke in cars when students are present

## **FORBIDDEN ITEMS**

Students should not bring the following items to school:

- gum
- soft drinks
- book bags **with wheels**
- electronic equipment: radios, boom boxes, tape players, c.d. players, Compact Discs (CDs), pagers, cellular phones, iPods, computers, video cameras, hand held computer games
- live animals
- knives, guns, martial arts weapons
- cigarette lighters or matches
- sports or other trading cards
- glass containers
- make up
- frisbees, footballs, baseballs, golf balls, super balls or any hard balls
- hats/head coverings worn inside the school
- tobacco products or their look-alike
- drugs or drug look-alike
- remote control devices and other electronic devices
- sunglasses
- any item that is disruptive to students and education

Saint Ambrose does not accept any financial responsibility for these items brought to school.

## **FUNDRAISING**

All fund-raising events need to be approved by the School and Parish Commissions as well as the pastor prior to scheduling. A few ways you can help the school regularly are:

**Market Day:** Market Day is a fundraising food cooperative, which provides opportunities to raise money by selling food products. Order forms are sent home with students each month or orders can be submitted on-line. Please visit [www.marketday.com](http://www.marketday.com) for additional information.

**SCRIP:** SCRIP allows you to purchase scrip gift cards for everyday expenses like food, clothing, and entertainment while earning a percentage of each dollar of scrip purchased back in revenue. For additional information, please visit [www.glscrip.com](http://www.glscrip.com)

**Box Tops:** By cutting Box Tops for Education from General Mills products, you can help the school raise cash! These Box Tops really add up. Please cut and send to school. Please visit [www.BoxTops4Education.com](http://www.BoxTops4Education.com) for additional information.

**Campbell Soup Labels:** Clip and send in the UPC (bar code) from Campbells' products which can be redeemed for educational items. For additional information please visit [www.labelsforeducation.com](http://www.labelsforeducation.com).

## **GRADING SCALE**

A = 95-100

B = 86-94

C = 76-85

D = 70-75

F = 69 or Below

I = Incomplete

## **HEALTH**

**First Aid:** If an accident occurs, or if a child needs to be sent home because of illness, action will be taken according to the instructions given on the Emergency Procedures Forms filled out by parents at the beginning of the school year. Parents are asked to alert the school, in writing, of any physical or emotional handicap or problem a student may have.

**Head Lice Procedures:** The decision as to whether to exclude a student from school for this condition and whether to readmit a student to school after exclusion for the condition will be the responsibility of the school.

**Hearing and Vision:** Under the direction of the Seymour schools, routine checks on vision and hearing are made and health records are maintained for each student. A hearing screening is given during the first and fourth grades and when students enter school for the first time. Vision is checked in the first and third grades. Teachers and parents may refer a student for a check at any time during the year.

**Immunization Records:** The school must have current immunization (shot) records on file. (These are checked by the Seymour schools' nurse.)

**Medications:** Please see "Archdiocese Policy on Administration of Medication and Medical Care" in the appendix of this handbook.

**Student Accident Insurance:** 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, and 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.

## **HOMEWORK**

**Homework Purpose:** Homework is an essential follow-up and reinforcement of the skills learned in school. 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; and to aid parents in observing their child's progress

**Parental Involvement:** Parents are encouraged to provide their child with a suitable place and quiet time (away from TV and other distractions); show a positive interest in homework and all school work; serve as consultants but never do the work; and encourage extra reading whenever possible

The following are the suggested minute and grade level expectations:

**Grades K-2:** 20-30 minutes nightly 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:** 30-60 minutes 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:** 60+ minutes 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.

## **LOST AND FOUND**

**Please mark all personal belongings with child's name for easy identification.** If your child loses an item, please look through the "Lost and Found" container in the school lobby. After a reasonable amount of time, items will be given to a social service agency.

## **MASS**

Students will attend Mass once a week (generally on Fridays). Students 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. Students 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.

## **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. For the protection of the student, 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.

## **OPEN HOUSE**

Open Houses for all grades are held prior to the first day of school in the fall. There will also be an open house held during Catholic Schools Week.

## **PARENT-TEACHER ORGANIZATION**

The PTO would like to welcome you and your child to our school. St. Ambrose has a very active PTO and we encourage you to become involved as much as possible. There are regularly scheduled meetings each year. The PTO is also involved in school activities that warrant parent participation. Notices of upcoming PTO meetings will be sent home with students.

**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.

## **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.

## **PICTURES**

Individual student pictures will be taken in September. All students will have a picture taken, but 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**

All students are under the direct supervision of teachers, staff, or volunteers at all times. Playground supervisors are free to use their own discretion in maintaining a safe playground environment. Recess is a part of the school day and all "Discipline" guidelines apply to the playground as well. In general, the following playground guidelines will also be followed:

- Students will show respect to all adults on the playground.
- Students will remain in the assigned area.
- Students will refrain from fighting, football, pushing, wrestling, rock and snowball throwing and unsupervised tag games.
- Students must stay on the playground unless the recess supervisor grants permission.
- Students shall not have any of the forbidden items as defined in the list of "Forbidden Items".

## **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.

## **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.

## **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.

**Progress Reports:** Progress Reports are provided to parents midway through each quarter. This will provide students ample time to improve or maintain current grades before report cards at the end of each quarter.

**Promotion/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.

## **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.

## **SCHOOL CANCELLATION/DELAY**

St. Ambrose School will follow the Seymour Community Schools in the event of emergency closings and delays. If school is cancelled or delayed due to inclement weather, parents need to watch local television stations and/or listen to local radio stations. In the event of a 2 hour delay, school will begin at 10:30 a.m. and there will be no morning preschool and no morning Extended Care.

## **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; and all social gatherings, whether on or off school property, should have adequate adult supervision.

## **SPECIAL SERVICES**

Individual testing for special services is offered in the Seymour Community Schools. If you feel your child might have a learning or cognitive disability or language/speech impairment, 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. All special services at St. Ambrose are provided by Seymour Community Schools.

## **SPECIALS**

**Art:** All students receive art instruction taught by Mrs. Leisa Sunbury one time per week.

**Library:** Mrs. Barb Tabeling is a volunteer parent who takes care of our library books and the times for the students to go to the library. Children are permitted to take out library books weekly. 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 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.

**Music/Band:** All students receive music instruction taught by Mrs. Becky Grelle at least one time per week. Students in fourth grade will learn to read music and play an

instrument (recorder). Students in fifth, sixth, seventh, and eighth grades work in small groups based on the type of instruments they have selected (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.

**Physical Education (P.E.):** All students receive P.E. taught by Mrs. Becky Grelle at least one time per week. **Students must wear tennis shoes on the gym floor during P.E. class or they will have to sit out.** 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.

## **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 educational records. If a parent feels it is necessary to view their child's records, please make an appointment with the office.

## **SUPPLIES**

Please see the annual supply list in the appendix. It is important 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**

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. Our cell phone policy is being revised and will be communicated at a later date.

## **TEXTBOOKS**

All textbooks are the property of St. Ambrose School. Students are responsible for all textbooks (and library books) rented to them during the school year. Book covers should be purchased and applied to **ALL** hardback books! The student or parent must pay for all lost or damaged books. If a lost book is found, money will be refunded. Books are updated, reviewed and adopted on a six year cycle with one new series being adopted each year.

## **TUITION/MISCELLANEOUS PAYMENTS**

### **Registration Fees:**

Each Student (Preschool-8)            \$100 (\$75 if paid before June 1)

### **Book Fees:**

#### Participating Parish Families

Preschool Student (3/4)	\$35/Each	Due before first day of school.
Preschool Student (4/5)	\$50/Each	Due before first day of school
Student (Grades K-8)	\$175/Each	Due before first day of school.

#### Non-Parish Families

Preschool Student (3/4)	\$35/Each	Due before first day of school.
Preschool Student (4/5)	\$50/Each	Due before first day of school
Student (Grades K-8)	\$175/Each	Due before first day of school.

Please note: Book rental assistance is available for students in grades K-8 who are eligible for free or reduced meals. Please contact the school office for an application.

### **2010-11 Tuition Fees:**

#### Participating Parish Families

1 Child (Grades K-8*)	\$247/month (Aug-May)	\$2470/year
2 Children (Grades K-8*)	\$370.50/month (Aug-May)	\$3705/year
3 Children (Grades K-8*)	\$494/month (Aug-May)	\$4940/year
Add \$1235/year for each additional child (K-8).		
Preschool (3/4)	\$80.50/month (Aug-May)	\$805/year
Preschool (4/5)	\$98/month (Aug-May)	\$980/year

\*Preschool children do not count as additional family members.

Non-Parish Families

1 Child (Grades K-8*)	\$437/month (Aug-May)	\$4370/year
2 Children (Grades K-8*)	\$655.50/month (Aug-May)	\$6555/year
3 Children (Grades K-8*)	\$874/month (Aug-May)	\$8740/year
Add \$2185/year for each additional child.		
Preschool (3/4)	\$80.50/month (Aug-May)	\$805/year
Preschool (4/5)	\$98/month (Aug-May)	\$980/year

\*Preschool children do not count as additional family members.

Note: All families requesting assistance must complete a FACTS Grant and Aid Application.

**FACTS Automatic Withdrawal:** St. Ambrose School offers the FACTS program for automatic payment of tuition. If you are not using the FACTS program, a payment is due to the school by the 15th of each month. Your fees must be paid before records will be released.

**Checks/Cash/Certified Checks:** 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.

**VISITORS**

Parents are welcome and encouraged to visit our building. Advanced planning will help make your visit more productive and pleasant. All visitors should sign-in at the office. This procedure will ensure that the rights and privileges of all are protected when visitors enter the school. For the safety of the students, only the main entrance will be unlocked during school hours.

**WELLNESS POLICY**

The St. Ambrose School Wellness policy provides a framework to address a growing national concern-the health and future well being of children. Three main components are addressed in the policy: health and nutrition education; school nutrition; and physical activity. For the complete policy, please contact the school office.

## **St. Ambrose School Dress Code 2011-12**

### **Jumpers, Skirts, Skorts:**

1. Basic navy, khaki, or navy with hunter green and thin yellow stripes plaid (Lands End) may be worn by the girls.
2. Must be longer than your longest finger while holding your arms and hands at your side.
3. Must have a hem (no frayed bottoms).

### **Pants, Capri Pants, Shorts:**

1. Khaki or navy must be worn.
2. Material should be cotton, corduroy, or a synthetic blend.
3. Must be worn with a black, navy, or brown belt in third grade and up.
4. Shorts may be worn through October 31<sup>st</sup> and after April 1<sup>st</sup>.
5. No cargo pants or pants with side pockets on the leg. (Only hip/side and back pockets on shorts and pants.)
6. Must have a hem (no frayed or tied at bottoms).

### **Shirts, Sweaters, or Sweatshirts:**

1. Solid white or navy must be worn.
2. Must have a collar (button-down, Peter Pan style, or turtleneck)
3. Plain white shirts may be worn under appropriate uniform shirts.
4. No "word logos" are acceptable except the St. Ambrose Land's End logo (logo # 0030757K).
5. Small, single logos (i.e. butterfly, horse, eagle) are acceptable as long as shirt meets other requirements.
6. Any solid navy or white sweater may be worn with an appropriate uniform shirt underneath.
7. Sweatshirts must be crew-neck and solid navy or white (no hoodies).
8. Shirts must be tucked in at all times (grades 3-8).

### **Sock, Tights, or Leggings:**

1. Must be worn at all times and must be visible.
2. Solid white, navy, or khaki athletic or dress socks may be worn.
3. Solid white or navy knee-highs may be worn.
4. Solid white or navy tights or leggings may be worn.
5. If leggings with no feet are worn, socks are required.

**Shoes or Boots:**

1. Shoes must have a full back. Sandals must be worn with socks and must have a heel strap that is worn at all times.
2. No Crocs or similar design.
3. Snow boots may be worn to school during the winter months, but must be removed during class.
4. No shoes with wheels on the bottom may be worn.

**Hair, Skin, and Jewelry:**

1. Hair should be neat, combed, and clean (no hair over eyes).
2. Boys' hair should be above shirt collars.
3. Simple jewelry may be worn (no dangling earrings or oversized hoops).
4. Boys are not permitted to wear earrings.
5. Temporary tattoos are not permitted.
6. No eye make-up is permitted.
7. Clear chap stick or lip gloss is permitted when lips are cracked.
8. If foundation or powder is needed to cover acne, please discuss this with the administrator.

**Physical Education:**

1. Fifth through eighth grades will change for p.e. Shorts must meet length requirements and no tank tops, torn, cut-off, or sleeveless shirts may be worn.
2. All students must wear tennis shoes for p.e. These may be kept at school, worn on p.e. days, or brought on p.e. days.

**Out of Uniform Days:**

1. No inappropriate logos or words on any apparel.
2. No sleeveless shirts.
3. Skirts and shorts must be longer than fingers with hands at sides.

**School Spirit Wear Days:**

1. Any St. Ambrose shirt should be worn. Note: PTO will provide each student with a new St. Ambrose t-shirt at the beginning of the year.
2. Skirts and shorts must be longer than fingers with hands at sides.
3. A school uniform must be worn if student is not wearing a St. Ambrose shirt.

Land's End School Code is 09000-5334-9

St. Ambrose Logo Number is 0030757K

## **Archdiocesan Policy on Administration of Medication and Medical Care Administrative Rules**

### **1. Administration of Medications:**

- 1.1 School age children and youth (grades Pre-K-8) are not permitted to carry prescription or non-prescription medications during school hours.
- 1.2 All medications to be administered during school or program hours for children in grades Pre-K-8 must be delivered by the parent (guardian) or another adult designated by the parents directly to the school office or administrator-in-charge. Likewise, medications may only be sent home with the parent (guardian) or another designated adult.
- 1.3 All medications shall also be accompanied by written permission of why the child needs to take the medication. It must be in the original container with the child's name and dosage. We also keep on file a medical permission form to be signed by a parent or guardian. This includes non-prescription or prescription medicines. (Example: Tylenol or any other form of pain reliever, cough drops, etc.)
- 1.4 **In most cases, Catholic schools, parishes and archdiocesan programs for children and youth will not have the direct onsite of a nurse or other trained medical personnel.** In the absence of such personnel, the school secretary, the school principal, administrator-in-charge or his/her designee or designated back-up person will ordinarily aid and observe a child in the self-administration of medication.
- 1.5 In some cases, the parent (guardian) may be asked to be present or provide appropriate help to administer the medicine or medical care as needed. In a few of the most severe cases, where the administration believes the health and safety of the child/youth or others may be compromised; the school, parish or archdiocesan program reserves the right to preclude the enrollment or participation of a child/youth if appropriate medical care and safety cannot be maintained.

### **2. Possession and Use of Inhalers**

- 2.1 Children and youth who are required to use an inhaler for asthma and other respiratory conditions are required to have written permission to use the inhaler during school hours or during programs.
- 2.2 Inhalers are to be kept in the school office.

## Parent or Guardian Signature Page

*Please note: 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:*

- Internet Policy: I give approval of access to the Internet for my child (children). 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.
- Student Photographs: I give approval for photographs of my child (children) to be used in the newspaper, school website or school brochure. My child (children) can be videotaped in the classroom or when in school programs.
- Directory Information: I give approval of the usage of names of students, names of parents, addresses and phone numbers in a school directory.
- Physical Education (P.E.): 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 has P.E.

*This form must be returned to the school office no later than August 17, 2011. We, the undersigned state that we have read and agreed to be governed by the Student/Parent Handbook for St. Ambrose School for 2011-12 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
_____	_____
_____	_____
_____	_____
_____	_____