

MISSION STATEMENT

St. Ambrose Academy is an educational ministry of Peace of Christ Parish that provides academic excellence and develops each student spiritually, emotionally, intellectually, physically, and socially within a loving, diverse, Christian environment.

VISION STATEMENT

With Jesus as our role model, St. Ambrose Academy strives to prepare children to become faithful, contributing, compassionate lifelong learners of the global community.

- Academics:
 - We offer educational experiences that encompass NYS curriculum and develop creativity, initiative and love for learning.
 - We strive to enhance academic excellence, technology is integrated throughout the curriculum.
 - We provide academic enrichment, as well as extra-curricular opportunities, for students throughout the year.
 - We provide academic intervention services (AIS) at all grade levels.
 - Students develop an understanding of and an appreciation for the visual and performing arts, and build the foundation for an active and healthy lifestyle.

- Catholic Identity
 - Catholic identity is the foundation for all that we do.
 - Through daily prayer and various liturgical experiences, students develop a strong prayer life and a personal relationship with God.
 - We provide family members the opportunity to participate in the faith formation of their children.
 - Clergy from Peace of Christ Parish and other area churches participate in the faith formation of our children.
 - Our Catholic education fosters Christian values and ethical conduct that are fundamental to society.

- Citizenship
 - We embrace diversity as an expression of God's creativity.
 - As a human being created in God's image and likeness, every individual is respected by others.
 - All children have a right to learn in a safe, supportive and stimulating environment which provides them with a sense of belonging.
 - Service to the community is rooted in the commandment of Jesus to love one another. St. Ambrose Academy provides opportunities for students to give back to the community.
 - The success of St. Ambrose Academy is a collaboration of teachers, parents, the parishioners, community, and area businesses.

Student Life Enrichment

- Our students understand that in order to create well rounded young minds, we must include multiple opportunities for student enrichment via inter- curricular and extra-curricular activities.
- Students interact within the community at many levels, extending beyond the school and church experiences.
- Students benefit from student directed and student centered activities.
- Teambuilding and sportsmanship are lifelong skills.
- The success of St. Ambrose Academy students is dependent upon multiple factors, reaching beyond academic success.

Admission Policy

St. Ambrose Academy is a ministry of Peace of Christ Parish. We strive to integrate the Christian virtues of faith, hope, love and justice into the school curriculum. Parents and guardians of prospective students are encouraged to integrate the same values at home.

Children entering Kindergarten should be five years of age on or before December 1st of the entering year. A student seeking admission will be screened by the school to assess his/her readiness or academic ability, to ensure that the school can meet the needs of the prospective student.

Admission to St. Ambrose Academy is conditioned upon agreement by the parent or guardian of the prospective student to pay tuition set forth by the Peace of Christ Parish Finance Office, determined through FACTS tuition management services. Financial Aid is awarded on a need based system for Kindergarten – Grade 5. Financial Aid is not available for Preschool.

Children entering from another school will need previous academic and health records forwarded by mail or fax to school. A Release of Records Form must be signed by the parent/guardian.

Students entering Preschool must be 3 or 4 on or before December 1st of the entering year. **They must be able to use the bathroom independently.**

Non-Discrimination to Students

St. Ambrose Academy admits students of any sex, race, color, nationality, religion, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. St. Ambrose Academy does not discriminate based on sex, race, color, nationality, religious, or ethnic origin in administration of the educational policies, admission policies, scholarship, athletic and other school administered programs.



SCHOOL ROUTINE

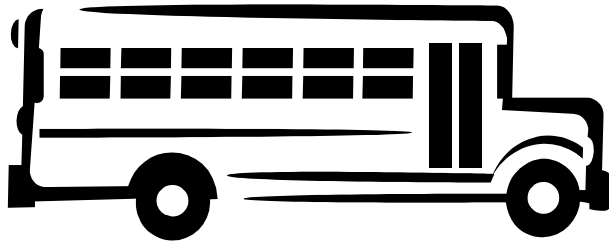
VISITORS

ALL VISITORS MUST STOP AT THE SCHOOL OFFICE UPON ENTERING THE SCHOOL.

Visitors will not be permitted to go to any classroom without first checking in at the school office. The safety of our students is very important. All visitors will get a temporary visitor pass once they have signed in in the office.

STUDENT ARRIVAL

Students who walk to school, or are dropped off by car, will not be able to enter the school before 8:15 AM. Children will enter through the front Empire Blvd. doors. Students arriving by bus will also enter the front doors.



Parents and guardians dropping off students between 8:15 AM and 8:30 AM may park on the east side of the building and walk their child/ren in through the Empire Blvd. doors. **Please do not park in the bus loop.**

DISMISSAL

Parents and guardians will need to enter school by way of the back-gym doors when picking up students at the end of the day. Students will be in the gym for pick up at 3:05 PM. Parents/guardians will sign their child out prior to exiting the gym.

Written notice is required whenever a student is picked up early or by an alternate designee who will need to show ID.

The information must include: Student's name, teacher's name, explanation of the change.

Monday, October 10, 2017

Miss Blue -3rd grade

John Doe will be picked up today a 2:50PM by his grandmother, Linda Doe.

Elizabeth Doe

½ DAY PREK PICKUP

Parents will enter via the main office and sign their child out in the office. Students will be brought to the office once parents arrive.

BEFORE AND AFTER SCHOOL CARE

Before School Care 7:00AM – 8:15AM

After School Care 3:00PM – 5:30PM

BASC is only available when school is in session. Charges for K-5 will be calculated monthly and are paid one month in advance. Any additional time used will be billed the following month. Students should be picked up promptly by 5:30PM. **There will be a late charge of \$2.00 per minute for pick-ups after 5:30PM.** We ask that parents be on time with pick-ups or make arrangements for their child to be picked up on time. A meeting will be required after 3 late pick-ups in order to remain

using this service. Once the child is signed out they must leave with the parent/guardian.

BICYCLE AND SKATEBOARD POLICY

For the safety of the children, they are not allowed to ride bicycles or skateboards to school.

LUNCH & BREAKFAST PROGRAM

Breakfast begins at 8:15 AM and ends at 8:30 AM. All students have a 30-minute lunch period every day. They may bring their lunch or order lunch in advance. We try our best to provide a safe area for students and have designated a peanut free table for students with allergies to sit at in the cafeteria.

* Sharing of food is discouraged due to food allergies.

All students enrolled in St. Ambrose Academy for the 2018-2019 school year are eligible to receive breakfast and lunch at school at no charge to your household. Families who do not order lunch but just order “milk only” will be charged .35 cents for milk per day.

ATTENDANCE/ABSENCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The school should be notified by telephone, no later than 8:30 AM each day that a child is absent. **State law requires a written notification from the parent or guardian explaining the reason for each absence.** This should be brought to the homeroom teacher on the day the child returns to school.

When a student reaches 10 absences from school in a semester, the classroom teacher will contact the parent. After 15 days of absences in a semester, the principal or designee will send a

letter home to initiate interventions to improve attendance. **Attendance at school is required by state law.** Substantial absences after significant communication with parents will be reported to Child Protective Services.

LATE ARRIVAL

If a child is going to be late for any reason, the school should be notified as soon as possible. The child accompanied by an adult must report to the school office upon arrival.

Students arriving after 8:30 AM must be signed in by a parent or guardian and will be marked as late. Tardiness due to a late district bus is automatically excused.

EARLY DISMISSAL

A written request from the parent or guardian must be brought to the school office on or before the day that the early dismissal is desired. It is mandatory that a parent or other member of the immediate family come for the child at the school office and sign the child out. Parents can give us permission for another person to pick up their child, please be advised that that person must be an adult and will be asked to show identification – Driver's License.

If early dismissal is requested by telephone, it must be received by 1:00 PM to insure proper notification.

In case a child becomes ill in school, we will notify the parent, and he/she must arrange to meet the child in the nurse's office as soon as possible.

EMERGENCY PARENT CONTACT

In the event of a child's illness or other emergency, an alternate person to contact must be designated by the parent or guardian. This person will be contacted if the school is unable to contact the parent or guardian.

EMERGENCY DISMISSAL

Each year every family must designate in writing for each child a primary and alternate place for the child to go in the event of an emergency dismissal.

VACATIONS

We urge parents not to take children out of school for vacations while school is in session. This is considered an illegal absence. Obviously, we can not stop parents, but on the other hand, **please do not ask us to assign new work to the students.** Any other work sent will be at the discretion of the classroom teacher. New work presented while the child is away will be given to the child upon his/her return. It is the parents' responsibility to make sure missed work is completed. The child will then be allowed 10 school days to complete and return any work missed for full credit.

SNOW CLOSING PROCEDURE

St. Ambrose Academy is located in the East Irondequoit School District. However, many students are city residents. If either the City of Rochester or East Irondequoit schools close due to inclement weather, St. Ambrose Academy will be close.

City School District Closed = St. Ambrose Academy Closed

East Irondequoit School District Closed = St. Ambrose Academy

This information will be broadcast on radio station WHAM (1180), as well as local television stations and the St. Ambrose Academy facebook page.

SCHOOL ATMOSPHERE

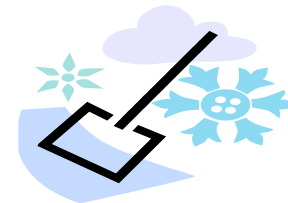
St. Ambrose Academy fosters an atmosphere of a loving, caring community – a community that works to instill Catholic values and attitudes. Our mission is promoting fulfillment.

In every phase of school life children are encouraged to respect all creation and to appreciate the accomplishments and talents of others. Parents, guardians, aunts, uncles and grandparents are an integral part of this community and their support and input is essential.

CURRICULUM

St. Ambrose Academy follows the Common Core Standards, as well as the Diocese of Rochester Guidelines.

Since St. Ambrose Academy is a Catholic school, a special religious faith dimension enhances the academic curriculum. The child is a person whose integrity rests upon the fulfillment of his/her potential as a child of God in Christian beliefs, values and service. Daily classes in Religion, Math, English Language Arts, Social Studies and Science/Health are offered. Instruction in Art, Music, Educational Technology and Physical Education is also offered.



UNIFORM DRESS CODE

All children are to be dressed in the proper uniform beginning with the first day of school in September and continuing every day of the school year.

- * The school uniforms are available through Stitchworks at 297 Culver Parkway, Rochester, N.Y. 14609 (585) 654-7522

UNIFORM DRESS CODE FOR 2018 -2019 **GRADES K - 5**

Boys

*Red polo shirt - long or short sleeve **w/school emblem**
White turtleneck
*Black SJN Vest – Shirts tucked in
Black dress pants - no flairs, cargo, skinny or baggie pants
*Black walking shorts
White or Black socks
Sneakers or soft sole shoes
St. Ambrose Academy Sweatshirt (gym)
Black sweater for colder days are acceptable – no hoodies

Girls

*Red polo shirt - long or short sleeve **w/school emblem**
White turtleneck
Black SJN Vest – Shirts tucked in
Black dress pants - no flair, cargo, baggie, or skinny pants
Black skort
Black walking shorts
White or Black socks
Sneakers or soft sole shoes
St. Ambrose Academy Sweatshirt (gym)
Black cardigan sweater for colder days are acceptable – no hoodies

Physical Education Class – Boys and Girls

St. Ambrose Academy Sweatpants or
St. Ambrose Academy Shorts
St. Ambrose Academy T-shirt
St. Ambrose Academy Sweatshirt
White or Black Socks
Sneakers

Non-Uniform Days

- Good jeans or pants may be worn.
- For Girls – may wear skirts, dresses (no minis).
- No – short shorts, cut-off jeans, cropped shirts, Spandex, bike shorts, jeans or pants with holes, halter tops, sheer material, spaghetti strap shirts, etc.
- No – clothing or accessories with inappropriate sayings.
- All clothing should be labeled with the student's name – unclaimed clothing will be placed in Lost and Found and then given to charity.

Additional Items

Jewelry – small post earrings only
Girls may wear subtle nail polish
No make-up allowed
No open toe shoes or sandals, high heels, Timberland or hiking boots, clogs, sandals or platform sole shoes
No temporary tattoos
No colored hair or colored hair extensions

All Students are required to come to school in the proper school uniform. Students will receive a lunch detention after the third (3rd) infraction.

Students should not wear their PE uniform on days we have a school mass.

Computer Network/Internet Use Policy

Computers, computer programs, resources such as the Internet and e-mail are provided to students for academic and related use **ONLY**. **Technology use is a privilege, not a right.** All users of St. Ambrose Academy's equipment and programs are expected to use this equipment and programs in a legal and ethical manner.

The following are rules for use of computers and programs.

- Students may only use the computer assigned to them by a teacher
- Sharing of login information or use of another student's password is prohibited
- Use of the internet for nonacademic purposes is prohibited
- Use of the computer to create and print nonacademic material is prohibited
- E-mail between students using St. Ambrose Academy resources is prohibited
- Viewing, sending, printing, and downloading of pornographic, illegal, obscene, and abusive materials is prohibited

Students who violate any of the regulations listed above or use computers or programs in violation of these regulations may be subject to the following penalties:

- Suspension or revocation of the privilege of using computers or programs provided by St. Ambrose Academy
- Additional disciplinary action determined by the Principal
- Contact law enforcement agencies, such as the Irondequoit Police Department, when applicable.

Technology Tips for Parents

The following are tips for protecting children **at HOME from online bullying, cyber-stalkers, and a host of other worries.**

- Children under the age of 13 should not be permitted to have any social media accounts.
- Establish guidelines and rules with your children and set privacy setting.
- Know who communicates with your children.
- Monitor photos your child posts online.
- Content blockers and web filters are all right, but they only go so far. Installing and using these software solutions is a good idea, but do not rely on them to provide the only security.
- Familiarize yourself with the programs or games your children are using and who online is playing with them.
- A simple, effective and low-cost solution is to place the computer in a public part of the home (e.g. kitchen, living room) with the monitor facing the center of the room. You need to pay attention to the sites, IM's, and emails your children are looking at. Go over your child's IM buddy list, blog site, Face book etc. Best option is to not allow your child to be a part of any social media sites.
- Try removing the keyboard and locking it up, when parent(s) are not at home.
- Know who is home when your child visits a friend and what the computer supervision is at that home before your child goes.



Discipline Policy

Discipline means the training of the mind and character. We instill in our pupils a sense of responsibility and respect for themselves and for one another. Parents and school together must help the child develop an inner self-control. Any form of discipline is effective only when it is reinforced at home. It is very important that there be two-way communication between home and school. If you are positive and supportive, or negative and unsupportive of teachers, your child will act in a similar fashion at school. Parents will be notified when there are chronic behavior problems. We expect each student to be responsible for his/her own actions and to reflect Christian values taught at school.

The following is a summary of disciplinary policies for St. Ambrose Academy. Each situation is dealt with on a case by case basis.

Suspension

Students may be suspended on an Out-of-School basis for one to five days based on the offense. The following process exists for suspensions:

1. A student may only be suspended by the Principal.
2. Parent/guardians will be informed of suspensions by phone and or in writing.
3. A conference with the student, parent/guardian, and Principal may take place at the time of suspension.
4. Investigations may lead to additional consequences including probation or expulsion from St. Ambrose Academy.
5. Suspensions will be kept confidential.

Probation

A student may be placed on disciplinary probation for a specified time for serious or continued misconduct. The following procedures are followed:

1. A conference including parent/guardian, student, Teacher and/or Principal is held to discuss the nature of misconduct and the terms of the probation.
2. A contract that summarizes the terms of the probation will be provided to the student and parents/guardians.
3. The contract will be signed and dated by the student, parent/guardian, and the Principal.

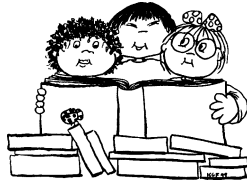
Expulsion

St. Ambrose Academy reserves the right to dismiss students, at any time, for conduct unbecoming of a St. Ambrose Academy student or for behavior inconsistent with the Mission and Vision statement of St. Ambrose Academy.



STUDENT WORK

Quality work is expected from students. This may include classwork, homework, written work, oral presentations, projects, and performance assessments. Written work must be written in acceptable quality handwriting on a clean unfrayed sheet of paper. The content of the work should show reasonable effort by the student.



CHARACTER TRAITS

SAA will be working on developing good character traits. Each month an assembly will be held to celebrate students who have demonstrated the following traits.

September: Responsible

Taking care of one's self and others. Carrying out a duty or task carefully and thoroughly.

October: Independent

Able to do work on your own. Manage your time well to get things accomplished. Able to maintain self-control.

November: Thankful

Being aware of our blessings. Appreciating people in your life. Taking care of the things you own and the planet. Practice saying, "thank you", especially to God. Showing gratitude.

December: Generous

Being kind, being helpful and showing you care. Forgiving yourself and others easily.

January: Kind/Caring

Seeing the best in people and giving compliments to others. Encouraging someone who needs support and forgiving those who hurt you.

February: Active

Maintain a balanced, healthy lifestyle. Participate/volunteer for a cause that you believe in.

March: Creative

Uses their imagination. Is curious, inquisitive and expressive. Has a keen sense of humor.

April: Faithful

Follow the Ten Commandments. Actively participate in your faith through prayer and song.

May: Cooperative

Value other's strengths and learn from them. Work well in groups. Be humble.

June: Patriotic

Be a good neighbor, respect authority, obey the rules and protect the environment.

Olweus Bullying Prevention Program

St. Ambrose Academy's Bullying Prevention Policy: Our school is a bully-free zone and incidences of bullying behavior will be addressed by the classroom teacher and the Principal. We are following the Olweus Bullying Prevention Program.

St. Ambrose Academy's Bullying Prevention Rules:

1. Students will ***not*** bully others.
2. Students will ***help*** those who are victims of bullying behavior.
3. Students will ***always*** try to include those who may feel left out.
4. If another student is being bullied by a person or group, St. Ambrose Academy students will ***tell*** a teacher or the Principal.

HOMEWORK

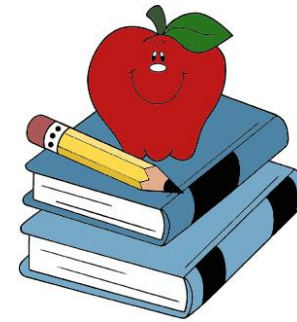
Homework is assigned for the specific purpose of reinforcing what has been taught. Homework also instills the importance of independent work and aid in the development of responsibility. Parents are encouraged to be a resource to the student, but not expected to do the assignments for the student. If you find your child is frustrated with the assignments, use your parental judgment and/or notify your child's teacher right away.

Time allotments used as an average guide for homework in addition to 15-20 minutes of reading daily:

Grade 1	10 - 15 minutes
Grade 2	20 - 30 minutes
Grade 3	30 - 45 minutes
Grade 4	40 - 45 minutes
Grade 5	40 - 60 minutes

Make Up Work

If a student is absent for more than two days, parents should contact the classroom teacher and request missed work. When absent, the student should assume responsibility to catch up on any work missed and it should be made up within 10 days of returning to school.



Assessment

An assessment testing program is designed to measure, as well as possible, the degree to which each pupil has achieved the knowledge, skills, understandings and aptitude contained in each subject's curriculum.

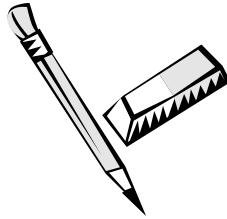
Summative Assessments

Periodic assessments in skill areas and concepts are given at the end of each chapter, unit or module.

Assessment is a learning experience as well as a measurement of achievement. Often test papers are sent home to be signed and returned to ensure that you are aware of your child's progress. Test results are only a part of the student's overall evaluation.

ACHIEVEMENT TESTS

The New York State Assessment tests are administered annually in Grades 3 – 5. I-Ready is another assessment we use to evaluate students. These snap shots are done three (3) times through-out the year.



REPORT CARD GRADING

At St. Ambrose Academy it is our goal to give as complete an evaluation of our student's progress as possible. The Catholic Schools of Rochester Report Card will be issued in grades K-5 four times each year.

Parents Can Access Their Child's Progress on My Student's Progress (MSP), parents should make it a habit to check their child's progress regularly.

Grading Criteria

Grades pre-k – 2

E	(10)	Exceeds grade level Diocesan standards
M	(8-9)	Meets grade-level Diocesan standards
W	(6-7)	Working towards meeting grade-level Diocesan standards
N	(5-↓)	Not yet meeting grade-level Diocesan standards
X		Not evaluated at this time

Grade 4 – Grade 5

A	93-100	C+	77.1-79.9
A-	90-97.9	C	73-77
B+	87.1-89.9	C-	70-72.9
B	83-87	D	65-69.9
B-	80-82.9	F	below 65



PARENT-TEACHER CONFERENCES

Conferences are scheduled in November with all parents and guardians. Spring conferences are scheduled at the request of parents or teachers. However, a parent or guardian may request a conference at anytime by calling the school and making an appointment.

PARENT / SCHOOL / COMMUNITY RELATIONS

CURRICULUM NIGHT

Parents and guardians are invited in the fall to meet their child's teacher and hear about the curriculum which will be taught during the year. Teachers will also share the classroom routine and classroom management plan.

COMMUNICATION ENVELOPE

Communication between the school and home will be established by means of red *Teacher/Parent Communicator* folders. Weekly St. Ambrose School newsletter will be emailed to parents weekly and will be posted on the school web page: stambrose.academy .

CHANGE OF ADDRESS OR PHONE NUMBERS

It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Please notify the school immediately if you have a change of address or phone numbers during the school year.

FIELD TRIPS

Field trips are scheduled by the classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of the field trips in advance of the scheduled trip date and will be asked to sign the field trip permission form. There may also be a fee for each field trip to cover admission and transportation costs. The school must have the written permission slip signed by a parent or guardian.

Electronic Device Use Policy

It is recommended that electronic devices should be left at home, which includes cell phones, tablets, or any digital equipment. ***The school is not responsible for any lost or damaged items.***

Non-instructional electronic devices may not be used within the school building during the school day. ***Personal use of cell phones/smart watches/electronics during the school day is prohibited. If seen, electronic devices will be confiscated. A parent/guardian must retrieve the electronic device from the principal.***

Therefore, ***unauthorized use of electronic devices is prohibited.*** Any unauthorized picture taking or distribution of pictures will be subject to disciplinary action. Upon any subsequent offense of this policy, additional consequences may be imposed. ***Parents should not call students on their cell phones during the school day.*** The Main Office will deliver any necessary message.

In case of an emergency, or an urgent need to call a parent, students may use the main office phone.



St. Ambrose Academy is not responsible for lost, stolen or damaged items brought to school or on the bus. If the item is of value to you, please keep it home!

LOST AND FOUND

Lost items are kept in the school office. Items not claimed by vacation periods are donated. **Please make sure your child's name is on all belongings.**

St. Ambrose Academy is not responsible for lost or stolen property. Please do not allow toys that are inappropriate for school (toy weapons, etc.) to be sent with the child. The school is not responsible for computer, I Pods, personal CD players, electronic equipment, game boy, cell phones etc. These **items ARE NOT to be brought to school.**

All money that is sent to school with a child needs to be placed in a sealed and labeled envelope with the child's name written on it and purpose of the enclosed check or cash. There is no reason why a student needs to bring large sums of money to school. Please teach your children how to be responsible when handling money.

SCHOOL VISITS

Parents are invited to visit school to conference with their child's teacher at individually scheduled conference times during the year. A conference may be arranged at any time – please call the classroom teacher to arrange a time. **All visitors to the building must stop at the office and sign in before going elsewhere in the building.**

Articles such as lunches, books or shoes MAY NOT BE BROUGHT DIRECTLY TO THE CLASSROOM. They should be brought to the office. Your cooperation in this matter is appreciated.

DIVORCED/SEPARATED PARENTS

Divorce and separation are realities in our families and in our society. Unless there is a court order, we as a school community welcome the involvement of both parents. The Divorced/Separated Parent Form will be sent home and should be completed by the custodial parent indicating the sharing of visitation rights, etc. The school cannot act on word of mouth information regarding parental rights. ***A copy of the court order must be kept on file in the school office.***

AVAILABILITY OF STUDENT RECORDS

Student records are confidential and may not be released to persons other than parents without written consent from the parent. Exceptions include authorized educational officials, court orders or subpoenas, and emergency situations. If parents wish to view their child's records a 48 hour written request must be made with the school administrator who will act as a consultant during the review of records.

RIDING THE SCHOOL BUS

Each public-school district is required to transport children within local transportation guidelines. Bus transportation must be requested by the parents from the public school district in which they live.

Students may ride their district bus, only. All students riding buses are expected to adhere to the rules of conduct pertaining to the buses. Since we are concerned with the safety of all bus children, it is important that students maintain orderly conduct and follow the directions of the bus monitor or driver. Failure to comply may result in removal from the bus and /or termination of service for the disruptive child.

Please go over the following rules with your child/ren before school begins and many times throughout the school year.

- Student behavior issues will be dealt with first by the bus driver.
- Students may be refused transportation for repeated infraction of behavior.
- Help keep the bus on schedule. Be at your stop 5 minutes ahead of time.
- Respect the property and personal rights of others while waiting at your stop and while on the bus.
- For reason of safety, **you must remain in your seat while the bus is in motion.** The bus driver must be able to hear as well as see danger. Therefore, students should be reasonably quiet and refrain from loud talking and fooling around.
- Fighting, loud talking, name calling or inappropriate words will not be allowed on the bus.
- Eating or drinking of any beverage is not permitted on the bus.
- Cooperate with other students to keep the bus clean and orderly.
- **A student must present to the teacher a dated written note if she/he is not to take the bus home on a certain day with directions as to how she/he is to get home.**

HEALTH RELATED SERVICES

MEDICINE IN SCHOOL

School personnel are not allowed to give medicine in school without written authorization from parents and the family doctor. This applies to both prescription drugs and over-the-counter items such as Tylenol, eye drops, and cough drops.

If parents wish their child to receive medicine in school, the following requirements must be met:

1. A written order from the family doctor indicating frequency, dosage duration and purpose must be given to the School Nurse, Principal or Administrative Assistant.
2. Written permission from the parent or guardian giving school personnel permission to give the medicine as prescribed by the family doctor must be given to the school nurse.
3. The medicine must be packaged in the original container from the pharmacy.
4. Parents are responsible for delivering the medicine to the school office.
5. Medicine should be halved as needed so it can be ready for dispensing.
6. These authorizations must be renewed each school year.
7. Parents of children who require special attention for medical reasons should discuss this with the school nurse at the beginning of the school year.
8. Students are not to carry medicine in their book bags or on the bus.

IMMUNIZATIONS

Every child enrolled at St. Ambrose Academy must have proof of all immunizations required by New York State law. A verification of immunization must be completed by a physician and returned to the school before the child begins classes.

CHILD ABUSE

The Child Protection Act of the Social Services Law requires that all cases of suspected abuse and maltreatment must be reported to the Child Abuse and Maltreatment Register. School personnel are legally and morally bound to report all known cases of child abuse and maltreatment to the Monroe County Department of Social Services.

DRUG AND ALCOHOL POLICY

Students are liable to expulsion if any of the following conditions exist:

1. A student is selling, giving or dealing drugs or alcohol to other students in school or at a school sponsored event.
2. A student is under the influence of drugs or alcohol in school or at a school sponsored event.
3. A student is detected using drugs or alcohol in school or at a school sponsored event.
4. A student is in possession of drugs or alcohol in school or at a school sponsored event.
5. If one of the above infractions occurs, parents or guardians will be notified immediately, and a suitable conference will be arranged with student, parent/guardian and principal. Suitable disciplinary action will be taken which may include probation. If necessary, counseling will be arranged.

Per NYS law, there is no smoking in school or on school property at any time.

HARASSMENT POLICY

The Diocese of Rochester, the Department of Catholic Schools and St. Ambrose Academy support the belief that all administrators, teachers, staff and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free from harassment. It is the responsibility of the principal, teachers, staff and students to create an environment free from harassment.

St. Ambrose Academy strictly prohibits any conduct of this sort and will discipline any person guilty of such conduct. Such discipline may include but is not limited to, suspension, expulsion or other disciplinary procedures.

False accusations of harassment will result in disciplinary action.

RESPECT FOR THE DIGNITY OF SELF AND OTHERS

St. Ambrose Academy is centered on Christ and the Gospel message. St. Ambrose Academy adheres to the New York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and or at a school function. Students are to show respect to all members of the school community by avoidance of any type of abusive behavior: fighting, obscene language, name calling, defiant or discourteous language or actions toward school staff and students, or disruption of class. The Lunch room and playground should reflect adherence to these same guidelines. Articles that endanger the safety of others are forbidden.

All Diocese of Rochester Catholic Schools have implemented the *Olweus Bullying Prevention Program*, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual.

The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest

research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Catholic Schools has pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

CREATING A SAFE ENVIRONMENT

The Diocese of Rochester mandates that any employee or volunteer that will work with or assist children and/or vulnerable adults must participate in the *Creating a Safe Environment* workshop. This program was developed to help adults age 18 and over to understand more about the many forms of abuse. It also requires participants to complete forms that allow the Diocese to perform a background check on each person. Any adult who will attend a field trip, volunteer in any way in a classroom or work with children at St. Ambrose Academy must attend a CASE workshop. ***There are no exceptions to this policy!***

Information on workshops will be sent home to parents or you may call the school office for more information.

St. Ambrose Academy School Council

The council is made up of the following members (Pastor, Principal, Director of Finance, plus representatives of the five committees)

Finance Committee
Strategic Planning Committee
Marketing Committee
Advancement Committee
Pastoral Committee

The **School Council** invites anyone interested in taking an active part on one of the five committees to contact Fr. Robert Schrader or Mrs. Senecal for further information.