Diocese of Rochester
Catholic Schools
Faith. Academics. Community.

STUDENT PARENT/GUARDIAN HANDBOOK

Saint Ambrose Academy

ST. AMBROSE ACADEMY

31 Empire Blvd., Rochester, NY 14609

585-288-0580

2022-2023

TABLE OF CONTENTS

1.00 WELCOME
1.01 • INTRODUCTION
1.02 • SCHOOL FACULTY AND STAFF

2.00 SCHOOL ADMINISTRATION
2.01 • SCHOOL HOURS
2.02 • BEFORE AND AFTER CARE PROGRAM (BASC)
2.03 • SCHOOL DRESS-CODES AND UNIFORMS
2.04 • BREAKFAST/LUNCH PROGRAM
2.05 • WEATHER CONDITIONS
2.06 • PARENT EXPECTATIONS
VOLUNTEERS AND VISITORS
2.07 • DIGNITY FOR ALL STUDENTS
2.08 • ATTENDANCE & ABSENCE

3.00 SCHOOL ADMISSION
3.01 • AGE REQUIREMENTS
3.02 • IMMUNIZATION
3.03 • NONDISCRIMINATION
3.04 • LEAD TESTING FOR PRE-SCHOOL STUDENTS
3.05 • TRANSFERS

4.00 SCHOOL CURRICULUM

5.00 STUDENT HEALTH AND SAFETY
5.01 • ADMINISTRATION OF MEDICATIONS AT SCHOOL
5.02 • EMERGENCY TREATMENT
5.03 • CODE OF CONDUCT
5.04 • CHILD PROTECTIVE SERVICES ACT
5.05 • DRUG, ALCOHOL, AND TOBACCO
5.06 • WEAPONS ON SCHOOL PREMISES

6.00 FINANCIAL
6.01 • TUITION
6.02 • PARISHIONER STATUS
6.03 • DELINQUENT ACCOUNTS
6.04 • DONATIONS
6.05 • FUNDRAISING

7.00 TECHNOLOGY
7.01 • ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
7.02 • USE OF ELECTRONICS – CELL PHONE

8.00 PARENT INFORMATION & COMMUNICATION
8.01 • COMMUNICATION FLOWCHART
8.02 • MEDIA RELEASE STATEMENT

Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- ***Guide*** *students to be disciples who know and live the Catholic faith;*
- ***Inspire*** *a learning community to foster academic excellence; and*
- ***Empower*** *young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.*

1.00 WELCOME

At Saint Ambrose Academy, our mission is to partner with families nurturing the foundational development of spiritual, academic, social and emotional growth in every child, creating Leaders of Hope in our local and global communities.

Belief Statements

We believe we are disciples with hope to bring.
We believe we are the hands and voice of God.
We believe we are all God's children.
We believe all people can and will learn.
We believe we are stronger together.
We believe excellence happens on purpose.
We believe everything happens for a reason.

1.01 Introduction:

Saint Ambrose Academy is a PreK-5th Grade Diocese of Rochester Catholic Elementary School in Monroe County, New York. Saint Ambrose has been awarded accreditation by the Middle States Association of Colleges and Schools. Accreditation signifies that our school has met the MSCES Standards for a quality school. This serves as recognition of both the prior achievements and a commitment to greater future accomplishments. The school mission statement is the basis for all policies and procedures. The life of our school flows from this statement. It answers the question, "What do we, as Catholic educators, say that we are doing in this school?"

Saint Ambrose Academy is a mission school of Peace of Christ Parish. We are anchored inthe traditions of Faith, Humanity, Creativity, and Service. Our school models the characteristics of a community making God known, loved and served.

Saint Ambrose Academy students and faculty:

Learn from the Word of God
Celebrate the Liturgy
Work in service of others
Build the kingdom of God through friendship and collaboration

1.02 Faculty:

The key to our successful climate for growth is the faculty. Each teacher and staff member are highly committed and qualified professional - one who loves children and works to foster their spiritual, social, emotional and academic growth. All core teachers are New York State Certified, and highly trained educators who provide alearning environment aimed at academic excellence by reaching each individual students' potential while fostering their spiritual growth.

2022-2023 Faculty and Staff:
Ms. Christine Deutsch, Principal
Ms. Calleen Chambers, Administrative Assistant
Mrs. Renee Campbell, Secretary and Librarian
Ms. Deb Pecorella, Food Service Manager
Ms. Susan Schuler, Preschool-3 teacher and BASC coordinator
Ms. Nelisa Torres, Preschool-4 teacher
Ms. Tracey Routly, Kindergarten teacher
Ms. Nancy VanPutte, First grade teacher
Mrs. Brittni Harris, Second grade teacher
Mrs. Regina Fabbro, Third grade teacher
Ms. Eileen Shea, Fourth grade teacher
Ms. Jenna Ehmann, Fifth grade teacher
Ms. Margaret Alfieri, Math Academic Intervention Specialist
Ms. Mindy Weeks, Music, Instrumental Music and Art teacher
Ms. Ashley Dorr, Tech. teacher (grades K-5)
Mr. Eric Stevenson, Physical Education teacher
Ms. Bridgit Donaldson, School Advocate, Tier I & II counseling
Ms. Annetta Maenza, East Irondequoit Reading Specialist

A. School Theme:

Each year a spiritual theme and focus will be chosen for our school community. The selected phrase or statement will give us the opportunity to better recognize and come to know our God and each other. This year, our theme is taken **from Philippians 4:13**

"I can do all things through Him who strengthens me."

At Saint Ambrose Academy, we create a welcoming environment where we strive to treat others with dignity, respect and kindness. Our actions and words follow the teachings of Jesus. We recognize challenges as opportunities and trust in our faith that the Lord's love and guidance will help us throughout our lives. We believe we are made for each other in God's image and likeness and strive to listen to answer God's call As we welcome many students, families and parishioners into our school community, we glorify God through our spiritual growth, working in service to others, and holding high standards for academic achievement to live as God intended for us.

2.00 School Administration

2.01 School Hours

Arrival - Grades K - 5

The instructional school day begins at 8:20 AM and ends at 2:40 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 8:00 AM or after 3:00 PM, unless enrolled in Before Care or After Care.

The school building opens at 8:00 AM. PK-5 students may be dropped off at that time. They will proceed to their designated classroom when directed by the teacher in charge. Classrooms have guidelines for morning routines. Grab and Go breakfast are available from 7:45 (Before Care students), or 8:00 (regular arrival) until 8:20.

Students are expected to be in the school building before 8:20 AM. The time between 8:00-8:20 is dedicated to serving student breakfast before the instructional day begins. Arriving to school on time sets the students up for success because they are allowed "What I Need" (WIN time), time to check in with their teacher and learn the expectations of the day. **Arrival to school and instances of tardiness are recorded and remain a permanent part of a student's record.**

The school day begins promptly at 8:20 AM. with morning announcements in the Gymnasium. During morning "Community Gathering", K-5 students and teachers pray together, participate in the Pledge of Allegiance, listen to school announcements, and recognize student and staff birthdays. Morning announcements end at 8:30 AM and students begin their daily instruction.

Students arriving by car should be dropped off at Door #3. **This is a drop off area only.** Drivers are not to get out of their cars. A Saint Ambrose Academy faculty or staff member will escort students into the building.

Buses will drop off students at the main entrance door #1 from the bus loop.

End of Day Dismissal

Grades K – 5 - The school day ends at 2:45 p.m. for grades K-5. For your child's safety, we ask that you make all dismissal changes prior to 2:00 p.m. Students being picked up by cars are dismissed from their classroom by their teacher. Students will exit the building from the Gymnasium, door #5/6. All adults with consent to dismiss a student must be included on the "approve to dismiss list" on the students Registration Form. All adults MUST be prepared to show their photo ID to school personnel at dismissal.

No adults are permitted to go to the classrooms during the dismissal process.

For the safety of the students, faculty and staff need to give their undivided attention to the children during arrival and dismissal. Faculty and staff are not available to meet with parents or guardians during these times. Please call or email to make an appointment to meet when the faculty or staff member is available.

Pre-School Arrival and Dismissal- Preschool students may be dropped off beginning at 8:00 AM. On the first three days of school (Sept. 7-9th), parents may park in the painted parking spaces to escort their children in through the entrance (marked #3). Please sign your child in and provide pick-up information on the sign-in sheet. Children may hang up coats and book bags in the classroom. **Beginning September 12th**, all vehicles dropping off students PK-5th grade must remain in the car line that lines up along Waldo Ave. School faculty and staff members are available to escort students into the building and to their classroom.

Half Day pre-school dismissal is at 11:30 AM. Parents will be let in through the main entrance (marked #1) at this time and must sign their child out in the main office. The Preschool school full day ends at 2:45 PM. Parents picking up preschoolers at this time will line up in the car line with other parents and the children will be escorted out by Saint Ambrose Academy faculty or staff member. More specific preschool procedures can be found in our Preschool Program Guide which is available on our school website.

All students must have a signed note from their parent or guardian to change their normal and routine dismissal plans. A routine dismissal form will be sent home at the beginning of the school year to make communication with teachers easier. This form will also be made available on our school website. Please be certain to send in a Change in Normal Routine Form for each child to give the child's homeroom teacher whenever a change is needed. Please do not use email, voicemail, or fax to communicate this information.

If there is a special need for a student to ride a different bus, parents must call the public-school transportation office to make those arrangements. Parents must also send in a note to school requesting a different bus. This note must be approved by the principal. Please note, students may not ride a bus from a different school district, e.g. Greece students may not ride Irondequoit busses.

Early Dismissal - Preschool – Grade 5

Students who need to leave for appointments during the school day *need to bring a note* to their homeroom teacher. Parents must come to the office to request their child and sign him or her out. If you bring your child back to the school building after an appointment, we ask that you sign him or her back in at the main office.

2.02 Before and After School Care

Before Care is available to all students, Preschool-Grade 5 beginning at 7:00AM. Please enter at the Grotto door (marked #3). After School Care is available for students from 3:00 PM to 5:30 PM. Please check your school calendar for scheduled days off and half days, and plan for alternative childcare on those days. Also, please inform your teacher and the After Care Director in writing of any changes in your child's dismissal. Pick-up between 3:00-4:00 will be through the main entrance and students will be signed out at the main office. The children will be called out of the BASC classroom to meet their guardian in the main hallway near the office. Pick up between 4:00 and 5:30 will be through the Grotto door (marked #3). Always be sure to have your photo ID ready to pick-up your child(ren).

Registration Forms for the BASC program are available on the school website. Any child not picked up or dismissed by 3:00PM will be placed in After School Care and may be charged a fee of $6.50 per hour. This full hourly fee will be charged regardless the number of minutes spent in the After Care room.

2.03 School Uniforms

Students in grades K-5 are required to wear uniforms. They are worn to represent our school colors (red, white and black) and our spirit of unity.

**Due to COVID-19, masks will be available to students who choose to wear one throughout the school building. Saint Ambrose Academy's policies remain consistent with the CDC guidelines on masking. Parental preference and student preference will be honored and respected by all persons. Saint Ambrose Academy also follows the regulations, mandates and guidelines set forth by NYSDOE, NYSDOH and the Monroe County Department of Health. Any changes to school policy, as it relates to Covid-19, will be communicated immediately.*

Boys and girls from grades K-5 are required to abide by the dress code from the first day of school on September 7, 2022, until the last day of school on June 24, 2022. We ask your cooperation in STRICTLY enforcing these uniform regulations.

On occasion, students will be invited to participate in out-of-uniform days. We wish to provide opportunities for the students to dress casually but not inappropriately. Parents are

expected to monitor what their children wear to school. **Out-of-Uniform Days will be communicated to parents via Schoolwide Newsflashes and/or Weekly Newsletters.

All Students K – Grade 5 Dress Uniform Policy:

Black dress pants (twill ONLY- *cargo, jeans, knit, cords, or capris are notpermissible*)
Black twill dress shorts-optional for September, May, and June ONLY
White or Red, long or short sleeve polo with soft knit collar (SAA logo)
Black or Red school logo imprinted Fleece Jacket- ordered throughStitchworks
Black, or White socks must be visible and cover the ankle, knee socks or tights (no golf socks)
Shoes must be closed toe (**must be SOLID Black or Navy**).
Sneakers (must be SOLID Black or White).
Light up, florescent colored, color accented, and boat shoe style sneakers and CROCS are not acceptable.
If a belt is worn, the belt should be solid black in color

Additional Option for Girls:
Black jumper, skirt or skort with red or white Saint Ambrose Academy polo

At-A-Glance - General Uniform Policy Information:

All children must be in uniform every day.

All shirts must always be tucked in.

September, May, June ONLY: Optional black twill shorts

October through April Physical Education sweatpants/athletic pants must be worn. P.E. shorts are allowed under the P.E. sweatpants on days the students have Phys Ed class.

All clothing labels should be marked with the child's name

All shoes must be modest in color and cover the toe and heal to fit securely on the child's foot.

The wearing of jewelry is restricted to watches, small post earrings (girls only), small rings, and simple chains or pendants. (Religious medals may be worn under the uniform.)

- Small post earrings (please no dangling earrings.) Limit of 2 per ear.
- Boys are not permitted to wear earrings.
- Girls hair style - simple and neat.
- Hair accessories should be simple, neat and uniform colors.
- Boys hair style - simple, neat, not below the collar.
- Dyed hair, shaved heads (partial or whole), any extremes in cut are not permissible. Hair color should be natural, no purple, pink, green, blue hair dyes or extensions
- No make-up may be worn.

- No tattoos or body piercings.
- Clear or light-colored nail polish only. Fake nails are not permitted.
- **No cell phones, smart watches, or any other personal electronic devices with calling, texting, or internet access**. All electronic devices in the school building must be approved by the principal. Classroom teachers will collect all personal electronic devices at the beginning of each day to safely store in a locked cabinet/desk and return them at dismissal.

**The principal reserves the right to determine what is appropriate for dress and grooming.*

Dress Down Days

"Dress Down Days" are always assigned with the principal's approval. They may be given as a reward to individuals, a class, or the whole student body. The dress down clothes must be modest, and not promote any message that is inconsistent with the school's mission and philosophy, for example, spaghetti straps, halter tops and bare midriff are not appropriate. If a dress down day is on a Physical Education Class Day, students should wear dress down clothing that allows them to participate in physical activity.

On non-uniform days, proper school attire must be worn.

- Pants must be the correct length and worn at the waist.
- Shorts must be knee length or longer than fingertips.
- Shirts must not be offensive in nature. NO tank tops may be worn at any time. Shoulders should be covered on casual dress and dress-up days. All shirts must have sleeves.
- No fad sneakers, shoes, sandals, flip flops, open shoes, heels over 1", or backless footwear.
- No rips, or tares in any items of clothing

Dress Up Days

Throughout the school year there will be some days designated as "Dress Up Days." These days are always assigned with the principal's approval. These days may involve special events, Masses, or other school functions in which students are asked to dress inmore formal attire. A student may dress in their regular school uniform if they do not have any other formal attire to wear on a "Dress Up Day."

On Dress-up Days students may not wear jeans, shorts, t-shirts, dresses with thin straps, or flip flops.

Girl Scouts, Boy Scouts: May wear the official scouting uniform or sash to school on scout meeting days.

2.04 Breakfast and Lunch Program

All Saint Ambrose Academy, students are eligible to receive daily breakfast and lunch through the New York State Child Nutrition Program. A menu will be sent home monthly. Parents must indicate on the menu the days their student(s) will be receiving breakfast and/or lunch from school. *Please refer to the menu for due dates to ensure meals are ordered for your student(s).* ALL menus need to be returned to school. Even if your student(s) is not ordering meals. Menus are submitted to the New York State Nutrition Program and we must provide proof that you waived receipt of the meals for your student(s). Students may bring their own lunch if they do not order a school lunch.

Students who choose to bring a packed lunch should have this with them when they arrive to school at 8:00AM. Students' lunches need to be prepackaged at home. Outside orders from a vendor or restaurant will not be allowed if they are packaged in "to-go" packaging from the vendor or restaurant. If lunch is forgotten at home and requires delivery after 8:30AM, it must be in school by 11:00AM to avoid interference with the daily schedule and responsibilities of the main office staff.

Preschool students eat lunch in the classroom. Lunch is served at 11:45.

Students in grades K-5 eat lunch in the cafeteria. Students in Kindergarten and first grade go to the cafeteria at 11:45. Students in second and third grade go to the cafeteria at 12:20. Students in fourth and fifth grade go to the cafeteria at 1:15.

Classroom Snacks/Treats

Due to an increasing number of food allergies, please see the Approved Snack List on our school website. To promote health and wellness in addition to honoring students with food allergies, **Saint Ambrose Academy has a non-food birthday treat policy.** Please check with your student's teacher for suggestions of alternative items to be share in celebration of a birthday within the classroom.

Classroom teachers do not have food service certifications or the necessary food service materials (gloves, serving utensils) in their classrooms**. If snack time is allowed** in the classrooms, all food items must be individually wrapped, and students need to be prepared with their own utensils from home.

2.05 Weather Conditions

Going Outside

Please make sure your child is dressed appropriately for the possibility of outdoor recess/PE or science activities. All students will be required to participate in outdoor activities. Additional school personnel are not available to provide supervision for a child to stay inside the building if their class goes outside.

As a general guideline, when the wind chill and real feel temperature is below 30 degrees or above 95 degrees Fahrenheit, outdoor activity will be suspended. This follows the East Irondequoit Central School District guidelines approved by the Monroe County Public Health Department.

School Closing

Saint Ambrose Academy is closed when the East Irondequoit Central Schools or Rochester City School District is closed. Please listen to local radio stations and check the websites for the local television stations WHAM 13, WROC 8, and NBC 10 for school closing information. All Saint Ambrose Academy faculty, staff, and parents will be notified via Class Dojo if the school is closed due to inclement weather.

2.06 Parent/Guardian Expectations

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.

- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will communicate dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom concerns must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff. This includes verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and will be addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to "agree to disagree", and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/ Guardians should not expect availability on a "drop-in" basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, "I am the way and the truth and the life. No one comes to the Father, except through me" (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester's Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

Diocese of Rochester Volunteer Requirements
Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course (https://www.dor.training/home.aspx?pagename=volunteer-training).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

Parent Volunteer Arrival to Saint Ambrose Academy
Parent volunteers are most welcome and appreciated. Please come in the main door (Door #1) to buzz in with the office staff. Please state your name and purpose for being at school. Upon entry, please sign in at the office with your name and intended location to volunteer, and to pick up a volunteer's pass. Please sign out when you leave. Remember that you play a very important role in the success of our school. Thank you for your help!

Visitor Procedures at Saint Ambrose Academy
Parents and visitors are welcome to schedule visits to Saint Ambrose Academy. Please call ahead and arrange a time with the classroom teacher if you wish to observe a class. During the school day, all exterior doors are locked. Please buzz at the main door (Door #1) and wait to be identified and admitted. Come directly to the school office to sign in whenever you come to school; please do not go directly to the classrooms. This helps prevent children and teachers from being distracted in the classroom as well as ensures the safety of all our children.
**** Due to Covid-19 protocol, no unnecessary visitors are permitted in the building until further notice.***

2.07 Dignity for All Students Act

Saint 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. All Diocese of Rochester Catholic Schools have implemented the Caring School Community SEL Program, that works to build community and a universal sense of safety in all areas of the school environment.

2.08 Attendance & Absence

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school. **New York State Department of Education allows students to be legally absent from school two days per**

month, or 20 days for the school year. When a student is absent more than two days within a month, the principal will have a conference with the parent/guardian to develop an attendance contract. Excessive absenteeism or instances of repeated unapproved/illegal absences will result in school contacting Monroe County Child Protective Services for educational neglect.

Parents/Guardians must notify the Main Office at 585-288-0580 to report student absences.

Approved/Legally excused absences are defined as:
Sickness
Serious family illness
Death of a family member of close friend
Religious Observance
Medical or Dental Appointment
Court
Approved school-related program

Tardiness

A student is considered tardy after 8:30 a.m. Students arriving late must report directly tothe main office and be signed in by their parent/guardian. Parents/ guardians are responsible for ensuring their child arrives on time.

Excused and Unexcused Absences

Please call the school before 8:00 AM and speak to someone in the school office/leave avoice mail if your child will be absent, arriving late, or leaving early. Please state the reason for the absence, late arrival or early dismissal. If you know in advance, send a written excuse/email for the absence. **All instances when a student is not in the building during regular school hours are required to have written or emailed documentation explaining the absence, late arrival, or early dismissal upon your child's return to school.**

Please schedule routine doctor and dentist appointments during non-school hours. Vacations are considered unexcused absences. Students are responsible for completing any work missed due to absences.

If your child is absent due to contagions such as strep throat, pink eye, lice, or any symptoms related to COVID-19, please make the school nurse aware. If your child has a temperature of over 100 degrees Fahrenheit, your child should stay at home and this information should be shared with our school nurse. Medical information about a child may be shared with staff on a "Need to Know" basis to ensure the safety of your child. If there is information you do not want shared, please contact the school nurse to discuss health matter at 585-288-0580.

If your child's doctor requests activity restrictions for any reason (illness, injury and the like) please provide a doctor's note stating specific restrictions. The homeroom teacher, PE teacher, and school nurse all need to be aware.

Attendance and After School Activities

If a student is absent for more than half the school day, he/she may not participate in any after school activities.

3.00 SCHOOL ADMISSION

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-old students must be four on or before December 1 of the entering year. The same rule applies for three-year-old students.

Toilet Training

It is the policy of the Saint Ambrose Academy Preschool Program that children entering preschool in September are fully and completely toilet trained. This includes both the three and four- year-old preschool students. Completely toilet trained includes:

*Recognizing the need to use the toilet without frequent reminders.
*Being able to remove the necessary clothing to use the toilet.
*Cleaning private areas with toilet paper after using the toilet.
*Dressing self before exiting the bathroom.
*Washing hands after using the toilet.

The use of a "Pull-Up" or similar brand of underwear is not a substitution for being toilet trained. Please let us know if there is any reason your child needs to wear a "Pull-Up" during the school day.

Saint Ambrose Academy is aware that at this young age, accidents sometimes happen.In the event of an accident the following procedures will occur:

*The child will take his/her fresh clothes into the bathroom to change. Your child will be given a plastic bag to put his/her wet clothes in.
*If a change of clothes is not in the child's backpack, the child will be taken to the nurse and a relative/guardian will be contacted to bring a change of clothes.
*In an accident involving feces, a relative/guardian will be called to change the child as we do not have the proper facilities to clean them thoroughly.
*If accidents are frequent, we would ask that you re-evaluate your child's readiness to be enrolled in preschool. Your child's teacher can help you in that decision-making process.

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

3.03 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at Saint Ambrose Academy without regard to any legally protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Ms. Christine Deutsch, Principal and the Title IX Coordinator, at 585-288-0580 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

3.04 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Faith, Assessment, Curriculum and Excellence (FACE) in our Catholic Schools guides curriculum and instruction across all diocesan schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

A. Content areas

Students are required to participate in all core content and specials area subjects. The core curriculum subjects are Religion, ELA, Mathematics, Social Studies, and Science. We use the Bridges math program for students in kindergarten – second grade and students in grade 3-5 will continue using the My Math program as we phase Bridges into each grade level over the next three years. We adopted the My View balanced reading program that includes reading, writing, phonics, sight words Program for students in kindergarten and second grade and CKLA literacy components for grades 3-5. Students in grades 2-5 use a Reading and Writing Workshop model to enrich their writing experience. The core subjects are enhanced with specials subjects, including Music, Art, Physical Education, Technology, Library, and character development skills through Building Caring Community SEL curriculum.

B. Field Trips

Each class has field trips as part of their curriculum. Students must have a permission slip signed by their parents to go on a field trip. Confirmation by phone is not permissible. Transportation for local trips is provided by bus. All chaperones must complete Creating a Safe Environment and authorize a background check.

C. **Academic Intervention Services (AIS) and Instructional Support Team (1ST)**

The Saint Ambrose Academy community is blessed to have several assisting teachers dedicated to helping fulfill the needs of our children for support in ELA and math.

Academic Intervention Services (AIS) teachers will have open communication and involvement of parents in all stages of assistance. These teachers are also part of our Instructional Support Team (IST) which is made up of teachers, parents, and our school administrator. This team works together and meets on a regular basis to address various academic, social, and emotional needs of students throughout the school year.

D. Homework

Homework is an important follow-up to daily learning. It reinforces and expands classroom instruction and helps promote independence and responsibility. Reading and study assignments are equally as important as written assignments. Satisfactory completion of homework assignments is an integral part of determining students' grades. A quiet, well-lit work area, away from distractions should be provided at home.

Establishing a daily homework routine is helpful to students. It is very important that parents understand and support the school homework policy. Homework assignments can be found on classroom web pages, posted on Google Classroom or Class Dojo. Students are provided with an agenda. The students are responsible for recording their homework assignments in their agenda and bringing it home each night.

E. Homework Guidelines

Homework should not normally exceed 15 minutes each day for Kindergarten, 20 minutes each day for grades 1-2, 40 minutes each day for grades 3-4 and 50 minutes each day for grade 5.

A good guideline to follow is to add a "0" to your child's grade - for example: 30 minutes for a student in grade 3.

In addition to the number of minutes spent on written homework assigned by the teacher, every student, Kindergarten-Grade 5 is expected to read or be read to for 20 minutes each night.

PERFORMANCE ASSESSMENT

We adhere to the New York State testing requirements. At the school level, our teachers use a variety of methods to assess students' achievement. This includes but is not limited to I-Ready Benchmark Assessments, unit tests, quizzes, oral and written reports, special projects and homework.

Marking System - Daily subjects

All grades are entered into the online grade book through FACTS Student Information System (SIS). There are four grading quarters for students in Kindergarten-fifth grade each school year.

Report cards are made available electronically at the end of each quarter through each families Parent Portal on FACTS Student Information System. The fourth quarter report card is the only report card that is sent home as a hard copy. Math, ELA, Science, Social Studies, Religion, and Health are given report card grades each quarter. Physical Education, Technology, Art, and Music are given report card grades once per semester, at the end of the second and the fourth quarter. The Diocesan report cards do not provide us with the ability to grade Character Education and Library.

Grades PK - 2

These grades will be un-weighted using the following marking codes:

E = Exceeds Grade Level Diocesan Standards
M = Meets Grade Level Diocesan Standards
W = Working Towards Grade Level Diocesan Standards
N = Not Yet Meeting Grade Level Diocesan Standards
X = Not Evaluated at This Time

Grades 3-5

These grades will be weighted using the following system:
Projects, Tests, Quizzes (50%)
Classwork (35%)
Homework (15%)

Grades will be entered as percentages for Grades 3-5.

95-100 Excellent: Indicates superior performance, initiative, and independence in academic study.
90-94 Very Good: Indicates commendable performance in academic study. 85-89 Good: Indicates above average performance in academic study.
80-84 Very Satisfactory: Indicates a tendency toward above average performance in academic study.
75-79 Satisfactory: Indicates average performance in academic study.
65-74 Unsatisfactory: Indicates weakness and difficulty in the understanding of content and the application of skills in academic study.
Below 65 Failure: Indicates a marked lack of understanding of content and ability to apply skills in a subject area.

All students, K-5 receive the following grades for learner behavior skills:
N = Needs Improvement
I = Improving
S = Satisfactory
E = Exemplary

Parent - Teacher Communications

If you would like to set up a meeting with a teacher, please email the teacher or contact the school office to set up a meeting. Please respect teachers' rights to privacy. Instead of contacting them at home or speaking with them at school events, please call the school office. By scheduling a convenient time for both of you, the teacher will be able to focus his or her full attention on your concerns. In the classroom, the teachers are responsible for the education and well-being of many children, and it is very important that they give all of their attention to the students.

Promotion

The Diocese has established specific criteria for grade level advancement. Students must satisfactorily complete all academic areas of study according to grade level. **While parents are consulted throughout this serious decision-making process, <u>the final decision to promote or retain a child, rests with the school faculty and principal</u>.**

SPIRITUAL ACTIVITIES

Many spiritual opportunities are given to students so what is learned in class can be put into action.

A. Prayer Together: Every morning we gather as a school community to pray together as part of our morning program. We celebrate Mass once a month and during all holy days of obligation. Students say grace before snack and lunch and pray together in the classroom at the end of the day immediately before dismissal.

B. School Liturgies: Our celebrations to worship God are just that - celebrations! Students are active in both the planning and the execution of these Masses and times of prayer. Family and friends are encouraged to join us. All students are to participate fully and reverently.

C. Outreach: Caring for others is put into practice through a variety of outreach activities. We participate in many service projects throughout the school year to help give back to our community. Offerings of gifts, groceries, and prayers for families in need are collected throughout the season.

STUDENT ACTIVITIES

CYO Sports at Saint Ambrose Academy. We have both boys' and girls' soccer and basketball teams for grades 3 through 5.

Concert Band at Saint Ambrose Academy includes the participation of all students in a Christmas and Spring Concert.

Students participating in the instrumental lessons program have performances in the spring. Instrumental lessons are offered to fourth and fifth graders. Practices occur during the regular school day. Parents and Guardians are responsible for providing the instrument for their child.

After School Clubs at Saint Ambrose Academy include but are not limited to academic tutoring, cooking club, game club, garden club, musical theater, service clubs and scouts. Parents and Guardians will receive a permission slip with dates and times of the individual club meetings. Parents and Guardians are responsible for transportation when a student remains after school for any reason.

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the "Parental Authorization for Administration of Medications in School" is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an "Emergency Treatment of Students" form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 CODE OF CONDUCT

Saint Ambrose Academy and the Diocese of Rochester Department of Catholic Schools take the safety, well-being, as well as character building of our students very seriously. The Code of Conduct addresses and aligns with the guidelines in accordance with the Dignity for All Students Act in terms of issues of discrimination, harassment, and bullying. The guidelines in this law reinforce our commitment to building a strong, Christian character in all of our students as well as employees. Our goal is to encourage a Christian community where all students and staff respect the uniqueness of each person, develop an increased sense of respect for oneself and others, and create an atmosphere that enables students to grow in self-discipline. Provisions are in place that prohibit discrimination, bullying (including cyber bullying) and harassment against any student by employees or students on school property, school bus, or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:

1. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being or:
2. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Provisions for responding to acts of discrimination, harassment and/or bullying against students by employees or students on school property or at a school function are described in the contents of this handbook

RIGHTS AND RESPONSIBILITIES

Saint Ambrose Academy Community is committed to safeguarding the rights accorded to all those in the Saint Ambrose Academy community under local, state, and federal law. The mission of Saint Ambrose Academy is to nurture the foundational skills of all persons' spiritual, academic, social and emotional growth, creating Leaders of Hope for our local and global communities. We develop the whole child by providing a challenging academic education integrated with Catholic values and morals. To promote a safe, healthy, and respectful school environment; students, parents, teachers/staff, and volunteers have rights as well as responsibilities.

A. Saint Ambrose Academy Community's Rights:

All Saint Ambrose Academy Community members have the right to:

1. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability, or socio- economic status.
2. A school that is free of tobacco, alcohol, and drugs.
3. A clear, fair, and consistently administered discipline code.
4. Courtesy and respect from one another (including students, parent/guardians, teachers/staff, and volunteers).
5. Share his/her side of the situation in regard to important events, at an appropriate time, to school personnel (principal, teachers, and staff).
6. Access to the school rules and the code of conduct, and when necessary, receive an explanation/reminder of those rules from school personnel (principal, teachers, and staff).

B. Student Responsibilities

All Saint Ambrose Academy students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Follow all Saint Ambrose Academy handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others.
4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.

9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. Avoid using cell phones, smart watches, and other personal electronic devices during the school day.
11. Display their emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.
13. Seek help in solving problems that might lead to discipline.
14. Dress according to the Saint Ambrose Academy uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representatives of Saint Ambrose Academy when participating in or attending school- sponsored extra-curricular events (such as but not limited to fieldtrips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.

C. Parent/Guardian Responsibilities

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents, the students, and the school community.
2. Send their child(ren) to school prepared to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused and properly documented.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the Saint Ambrose Academy uniform policy.
6. Help their child(ren) understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know Saint Ambrose Academy rules and help their child(ren) understand them.
8. Convey to their child(ren) a supportive attitude toward education and the mission of Saint Ambrose Academy.
9. Build relationships of mutual respect and dignity with the principal, teachers, staff, other parents, and their child(ren)'s friends.
10. Help their child(ren) deal effectively with peer pressure and communicate any problems being faced by your child to the teacher and principal.
11. Inform the Saint Ambrose Academy office staff of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study, necessary tools, and ensure assignments are completed.
13. With your child(ren), check daily the school website including teacher pages, agendas, and take-home folders for updates and information.

D. Teacher Responsibilities

All Saint Ambrose Academy teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn. This climate of mutual respect and dignity is extended toward the principal, teachers, staff, parents, and volunteers.
2. Plan and provide instruction effectively to meet the needs of each student through differentiation.
3. Demonstrate interest in pedagogy and concern for student achievement.
4. Know and follow Diocesan and school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
    - Course objectives and requirements
    - Grading procedures
    - Assignments, guidelines, expectations, and due dates
    - Student expectations
    - Classroom management plan
    - Student progress

6. Communicate regularly with students, parents, other teachers, and principal.
7. Be responsive to parent and student communications.
8. Insist students be dressed and groomed in a manner consistent with the school uniform policy.
9. Be responsible for enforcing this Code of Conduct and making any timely notifications as required by this Code of Conduct.
10. Provide a safe, orderly, stimulating, and Christ-centered school environment.

E. Principal Responsibilities:

The Saint Ambrose Academy principal is expected to:

1. Instill a Christ-centered learning environment that stimulates the academic, social, and emotional development of all students.
2. Maintain a climate of mutual respect and dignity that is extended toward the principal, teachers, staff, parents, and volunteers.
3. Make student achievement and character development the primary focus of Saint Ambrose Academy.
4. Promote a safe, orderly, stimulating, and Christ-centered school environment, supporting effective teaching and learning.
5. Ensure accessibility to students, staff, and parents.
6. Evaluate on a regular basis all instructional programs.
7. Support the development of student participation in appropriate extracurricular activities.
8. Insist students be dressed and groomed in a manner consistent with the student dress code.

9. Be responsible for enforcing this Code and ensuring that all issues of discrimination are resolved promptly and fairly.

F. Support Staff:

All Support Staff are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn.
2. Support a safe, orderly, and stimulating school environment.
3. Recognize that the education of a student is a joint responsibility of the parents, the students, and the Saint Ambrose Academy community.
4. Insist students be dressed and groomed in a manner consistent with the student dress code.
5. Know school rules and help students understand them.

PROHIBITED STUDENT CONDUCT

Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year.

Administration of disciplinary action is the primary responsibility of the classroom teacher. Every effort is made to assure that consequences are fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the principal. The Saint Ambrose Academy Administration reserves the right to discipline students for conduct on or off school property that is detrimental to Saint Ambrose Academy. Students may be subject to disciplinary action if they engage in any conduct that is disorderly, insubordinate, disruptive, or violent; endangers the safety, morals, health, welfare, or educational rights of themselves or others; or goes against the student responsibilities listed in this Code of Conduct.

Bullying:

Bullying can be physical, verbal, or emotional. Bullying happens everywhere in all different forms. **There are six primary types of bullying**:

- **Physical** bullying – using strength and size to overtake a victim
- **Verbal** bullying – using harmful words, cursing or name calling to intimidate a victim
- **Sexual** bullying
- **Relational** bullying – working to destroy someone's reputation and make their friends turn against them
- **Reactive** bullying – convincing others to take part in bullying, completely overpowering and outnumbering the victim
- **Cyber**bullying

In considering the most appropriate response to address bullying, the following will be taken into consideration:

- The particular student and circumstances
- The nature and severity of the bullying incident, as well as how long the bullying has been going on

- The impact on the school and classroom climate
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint about behavior that is a breach of the code of conduct.

Saint Ambrose Academy utilizes restorative practices to resolve most school conflicts. The faculty and staff actions focus on using the acronym AIM to build school culture for high intellectual achievement and productive social interaction. AIM stands for Affirmation, Inspiration and Mediation. Faculty and staff participate in on-going professional development to ensure proper use and implementation.

Restorative Practice supports all person's sense of self-worth building confidence to use verbal communication skills to resolve conflict. Research indicates rewards and punishments do not have life-long learning impacts that improve a person's ability to work cooperatively in the community, school, classroom, or interpersonal relationships. The faculty utilize Trauma Informed language and practice in the classroom management techniques.

DISCIPLINARY PROCEDURES AND CONSEQUENCES

A. PROCEDURES:

As Catholic school educators, we hold Jesus Christ as our model for our words and actions. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is reasonable and impartial. School personnel who interact with students are expected to refer to the school principal before enforcing any disciplinary action to ensure it aligns with the school mission and vision for student growth and development.

This discipline policy is intended to encourage and cultivate a caring and respectful Christian community. Disciplinary action, when necessary, will be fair and consistent to be the most effective in changing student behavior. In determining the appropriate disciplinary action, the school principal will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior offenses.
4. The effectiveness of restorative practices.
5. Information from parents, teachers and/or others, as appropriate.

Ordinary Situations of Misbehavior

Individual situations of an ordinary nature are handled by the classroom teacher or staff member. If any incident seems of a more serious nature, the teacher/staff member will notify the principal so that a plan is developed to address and correct the misbehavior.

Repeated Instances of Serious Misbehavior

School and Family Partnership: The family and school are partners in education and must work together to address repeated instances of misbehavior. The principal will monitor when and if family counseling should be initiated for both the support of the family and the school. If family counseling is seen as necessary, the principal may determine this as an expectation for continued enrollment at the school.

Disciplinary Procedures for Serious Misbehavior

If a student is unable or unwilling to move from externally imposed discipline to self-discipline, the principal, in partnership with the teacher/staff member, will determine what is best for all concerned: school, student, and family. The parent/guardian will be notified when any form of corrective measures is taken at school.

Certain forms of discipline may be used with appreciation for the student's individual needs and age. They may include detention, exclusion from school activities or events, in-school suspension, out-of-school suspension, counseling, and expulsion. Special disciplinary situations such as weapons possession, substance abuse, bullying, or harassment are regarded as serious offenses and require immediate forms of adult intervention and support.

B. REMEDIAL CONSEQUENCES:

The focus of discipline is on discerning and correcting the reasons why discrimination, harassment, and bullying occurred. The progressive responses are designed to be balanced and age appropriate.

The remedial responses are designed to correct the behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial responses include:

1. **Engagement of student in a reflective activity**, such as completing a sheet or writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.
2. **Behavioral assessment** and designing of a plan and/or contract, with benchmarks that are closely monitored. The contract will be signed and dated by the student, parent/guardian, and the principal.
3. **Student counseling** when deemed necessary.
4. **Parent Conferences** that focus on involving parents in discipline issue.
5. **Detention**: Teachers and the principal may use lunch, recess, or after-school detention as a consiquence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents would be notified in the case of an after-school detention.
6. **Suspension from Transportation**: If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the school district that provides child(ren)'s transportation. In such cases,

the student's parent will be notified by the district and the parent will become responsible for the safe and timely transportation of his or her child to and from school.

7. **In-School Suspension**: When suspension is recommended, in-school suspension is the ordinary method to be used, in a supervised location within the school. The student reports to school and is responsible for all schoolwork but will not be allowed access to the classroom or classmates. The student will complete the day in isolation under the supervision of a staff member designated by the principal.
8. **Out-of-School Suspension**: Out-of-school suspension is a major disciplinary step invoked in a matter that indicates a serious infraction(s) of school discipline and policies. Parents are notified immediately and must come to school to pick up their child. For the student to return to school, they must be accompanied by their parents and confer with the principal, so that the terms for returning to school are clear to all. Suspension becomes a permanent part of a student's record.
9. **Student Expulsion**: Expulsion of a student is a very serious matter and is used in extreme cases. The Pastor, Principal, Diocesan School Superintendent, and the student's parents/guardians must review the infraction(s) of the student, which will be presented in writing by the principal before expulsion can take place.

5.04 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.
School authorities (minimum of two adults) may conduct a search of a student's book bag, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such

prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

5.06 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

Threat of having a weapon or threat to bring a weapon to school will require a 911 call to the East Irondequoit Police. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

6.00 FINANCIAL

6.01 TUITION

Tuition payments may be made directly to FACTS or to Peace of Christ Parish Finance Office. Tuition payments made directly at the finance office may be check, cash, or money order only. No credit card payments are available for tuition.

6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither **Saint Ambrose Academy** nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not **Saint Ambrose Academy** or the school principal.

An active parishioner pays the parishioner-rate tuition, which is lower than non-parishioner-rate tuition because active parishioners support the Parish, which in turn supports the school. "Active Parishioners" are those who are registered at Peace of Christ Parish or another Diocese of Rochester parish, attend church weekly, support the parish through the weekly envelope system and participate in parish life.

Families in Grades K-5 may receive Financial Assistance from Peace of Christ Parish and Saint Ambrose Academy through applications to FACTS Grant & Aid. FACTS Tuition Management Service will review applications and suggest aid amounts based on family income, savings, and number of children in Catholic Schools. These recommendations are then reviewed and adjusted by the Peace of Christ Parish Finance Office depending on total amount of aid available. Annual applications for Financial Aid are due April 15th, through the FACTS Grant & Aid website, which can be accessed from the school website. Financial Aid is not available for Preschool students or before/after care. All required Financial Aid documentation must be submitted to FACTS by April 30th.

Our expectation is that any family requesting aid from Peace of Christ Parish and Saint Ambrose Academy for tuition assistance will:

1. Have already registered for the school year that the tuition assistance is being requested for. Families not registered will not receive any Financial Aid.
2. Complete the FACTS Grant & Aid Application online at time of Registration as part of your registration process, with payment of the FACTS Grant & Aid application fee.
3. Be an active parishioner at Peace of Christ Parish, another Diocese of Rochester Parish, or at your family's affiliated faith community.
4. Actively participate in Saint Ambrose Academy fundraising and volunteer opportunities, for example, Scholastic and Barnes & Noble Book Fairs, and Gala

2022-2023 TUITION POLICY

The annual tuition for Grades K-5 at Saint Ambrose Academy is $4,495 for parishioners and

$4,895 for non-parishioners. A multi-student discount is available. Preschool Tuition rates range from $2,050 for 2 half days (8:30 am-11:00 am) to $4.895 for 5 full days. Before and After Care (7:00 am-5:30 pm) is available for all students PreK-5. Tuition payment options are annually (due August 15, 2020), semi-annually (due August 15, 2020 and January 15, 2021), or monthly through the FACTS Payment Plan System. The semi-annual payment plan option incurs a $10 per year processing fee through FACTS, and the monthly payment plan option incurs a $45 per year processing fee through FACTS. There is no processing fee for 1-time annual payments.

Past due balances are subject to a $20 late fee per month.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

Saint Ambrose Academy will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

6.04 Donations

Donations are tax deductible and can be sent directly to the school and will be used directly for our school. The generous donations of our school parents, grandparents, parishioners and area businesses make it possible for us to support our families with tuition assistance as needed, as in the Fair Share Program. Donations are also used to buy new equipment for our classrooms and make improvements in our school. We are a Christian family helping each other.

6.05 Fundraising

2022-2023 is our Centennial year! Our overall goal is to raise $100,000 for 100 years of Excellence! There will be four major events hosted in celebration of our centennial success.

1. Sept. 30th – Dance-a-thon
2. November 12th - Meat Raffle
3. April 29th – Centennial Gala
4. June TBD – Color Run

Smaller events like Santa's Secret Shop, Chili Cook-off and Book Fairs will be continued because of the service they provide for our parents and students. Money raised by our fundraisers will be used for educational programs and building enhancements including air conditioning in classrooms and window replacement throughout Saint Ambrose Academy.

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of **Saint Ambrose Academy** to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the " **Saint Ambrose Academy** Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of **Saint Ambrose Academy**. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

Warranties

The educational programs governed by **Saint Ambrose Academy** make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by **Saint Ambrose Academy** specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While **Saint Ambrose Academy's** intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. **Saint Ambrose Academy** believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, **Saint Ambrose Academy** has set the following standards for acceptable student use of on-line information sources via the Internet.

Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.

Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.

Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-on and/or password;
- Trespassing in someone else’s folder, work, or files;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, name or address of one's self or another;
- Any other form of cyber bullying.

Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school, including cell phone, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	
Athletics/CYO	Coach	Athletic Director & Principal	Director of CYO Sports
Behavior	Teacher	Principal	
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	Business Office	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum & Instruction
Safety	Teacher	Principal	
Special Education	Teacher	AIS Teacher& Principal	K-8th: District of School Location; Pre-K: District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, *if applicable*	Business Office	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

8.02 MEDIA RELEASE STATEMENT

Saint Ambrose Academy subscribes to the following photo release policy:

Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (i.e., turned away from the camera or otherwise unidentifiable).

Adults:

Saint Ambrose Academy does not require signed release form to publish images of adults.

Acceptable Student Use of the Computer Network and Internet Policy

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the *"SCHOOL NAME Acceptable Student Use of the Computer Network and Internet Policy" with their child(ren)*. This document will be kept at the school for the duration of the student's attendance.

Parent/Guardian Support for Acceptable Computer Network Guidelines:

As the parent and/or guardian of _____, I have read and will support terms described in the *"SCHOOL NAME Acceptable Student Use of the Computer Network and Internet Policy."* I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the *"SCHOOL NAME Acceptable Student Use of the Computer Network and Internet Policy*." I understand my son/daughter will be held responsible for any non-compliance with the stated policy's rules and responsibilities.*"*

_____

Signature of Parent / Guardian *Date*

Student Support for Acceptable Computer Network Guidelines:

As a student, I have read/discussed and will follow the guidelines of the *"SCHOOL NAME Acceptable Use of the Computer Network and Internet Policy*. I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.*"*

_____

Student Signature *Date*