



ROMAN CATHOLIC  
**DIOCESE OF ROCHESTER**

STUDENT PARENT/GUARDIAN HANDBOOK

**Saint Ambrose Academy**



**31 Empire Blvd., Rochester, NY 14609**

**585-288-0580**

2020-2021

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## *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.*

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SAINT AMBROSE ACADEMY – STUDENT/PARENT HANDBOOK

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### 1.00 Welcome

At Saint Ambrose Academy, our mission is to partner with families to nurture the foundational skills of spiritual, academic, social and emotional growth of 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.**

**A. 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 in the 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

**B. Faculty:** The key to our successful climate for growth is the faculty. Each teacher and staff member is 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 a learning environment aimed at academic excellence by reaching each individual students’ potential while fostering their spiritual growth.

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## **2020-2021 faculty and Staff:**

Ms. Christine Deutsch, Principal  
Ms. Calleen Chambers, Administrative Assistant  
Mrs. Renee Campbell, Secretary and Librarian  
Ms. Linda Decker, School Nurse  
Ms. Deb Pecorella, Food Service Manager  
Ms. Susan Schuler, PreK teacher and BASC coordinator  
Ms. Jacqueline Allen, Kindergarten teacher  
Ms. Tracey Routly, Kindergarten teacher  
Ms. Mia Tomassetti, First grade teacher  
Mrs. Brittni Harris, Second grade teacher  
Mrs. Regina Fabbro, Third grade teacher  
Mrs. Laura Provenzale, Fourth grade teacher  
Ms. Janine Burge, Fifth grade teacher  
Ms. Margaret Alfieri, Math Academic Intervention Specialist  
Ms. Mindy Weeks, Music, Instrumental Music and Art teacher  
Mrs. Carrie Pallegriano, Technology teacher  
Mr. Michael Carney, Physical Education teacher  
Ms. Annetta Maenza, East Irondequoit Reading Specialist  
Mrs. Carol Harrison, BOCES Resource teacher

### **A. 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 will be Psalm 40, “Here I am Lord. I come to do Your will.” At Saint Ambrose Academy, we create a welcoming environment where we strive to treat others with dignity, respect and kindness. Our actions and words towards others follow the teachings of Jesus. We recognize challenges as opportunities and rely on our faith in the Lord to see us through. We believe we are made for each other in God’s image and likeness and strive to listen for God’s messages to answer His 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.

## **2.0 Daily/Weekly Routines**

**\*Please see our 2020-2021 School Reopening Plan for changes to the Daily/Weekly Routine during the COVID-19 Pandemic**

### **A. Arrival - Grades K - 5**

The instructional school day begins at 8:30 AM and ends at 3:00 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 or After Care.

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The school building opens at 8:00 a.m. K-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 work and breakfast is available.

Parents should make every effort to have students at school before 8:30 a.m. Arriving late for school is a permanent part of a student's record.

The school day begins promptly at 8:40 a.m. with morning announcements. During morning announcements, our K-5 students and teachers pray together, participate in the Pledge of Allegiance, listen to school announcements, and recognize students and staff birthdays. Morning announcements end at 8:50 AM and students begin their daily instruction.

Students arriving by car should be dropped off at the main entrance. **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. Parents escorting their PreK or Kindergarten children into school should use the Grotto door (marked #3). Please park your car in one of the lined parking spaces and walk your child in. All visitors must sign in and wear a visitor pass.

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

### **B. 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. Students will be signed out by their guardian with a photo ID. For this reason, parents are asked to please enter through the north main entrance (marked #1) and sign out their children in the main office between 2:30 p.m. and 2:45 p.m. An ID will be required until the dismissal team becomes familiar with the parents.

For the safety of the students, faculty and staff need to give all of their attention to the children during arrival and dismissal times. If you need to speak with your child's teacher, we ask that you call or email to make an appointment to meet when the teacher is available.

**C. Pre-School Arrival and Dismissal-** Preschool students may be dropped off beginning at 8:30 am. Parents must park in the painted parking spaces to escort their children in through the main entrance (marked #1). Please sign your child in with pick-up information on the sign-in sheet. Children may hang up coats and book bags in the classroom. Half Day pre-school dismissal is at 11:30 a.m. Parents will be let in through the main entrance at this time and must sign their child out in the main office. School Day preschool ends at 3:00 PM. Parents picking up preschoolers at this time will be let in through the main entrance and must sign their child out in the main office. 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 parents in order 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

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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.

### **D. Early Dismissal - PreK - 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.

### **E. Before and After School Care**

Before Care is available to all students, PreK-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-school care director, Ms. Susan Schuler 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 classroom to meet their guardian in the main hallway near the office. Pick-up between 4:00-5:30 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 are available on the school website. Any child not picked up by 3:00 PM will be placed in After School Care and may be charged a fee.

### **F. Parent Volunteers**

Parent volunteers are most welcome and appreciated. Please come in the main door and sign your name in the book in the office and pick up a volunteer 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!

Parent volunteers must complete the Creating a Safe Environment training program and authorize a background check performed by a third party for the Diocese of Rochester.

### **G. Visitors**

Parents are welcome to visit Saint Ambrose Academy. Please call ahead and arrange a time if you wish to observe a class. During the school day, all outside doors will be locked. Please buzz at the main door 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.**

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### **H. Lunches**

All Saint Ambrose Academy students are eligible to receive a 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 child will be receiving breakfast and/or lunch from school. Please refer to the menu for due dates to ensure meals are ordered for your child.

Preschool students eat lunch in the classroom. Students in grades K-5 eat lunch in the cafeteria. Students may bring their own lunch if they do not order a school lunch.

### **I. Classroom Snack/Treats**

Due to an increasing number of food allergies, please see the Approved Snack List on our school website. In an effort to promote health and wellness, the school has a non-food birthday treat policy. Please check with your child's teacher for suggestions on other birthday celebration alternatives for their classroom.

### **J. Going 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. Otherwise, please make sure your child is dressed appropriately for the possibility of outdoor recess/PE. Personnel are not available to provide the additional supervision required for a child to stay inside the building if their class goes outside at recess.

### **K. 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 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 our My Students Progress newsflash system if the school is closed.

## **3.0 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:



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- 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 register 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 issues 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, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and 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**

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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.

## **4.0 ATTENDANCE**

### **A. Regular Attendance**

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

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member of close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

Children who are regularly tardy or absent have additional challenges. When excessive whole or partial absences are noted a School Attendance Notice will be sent home. If attendance continues to be an issue, parents will be notified, and a meeting will be arranged to address the situation to seek the best solutions. Regular absences and/or tardiness may result in a referral to Child Protective Services.

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### **B. Tardiness**

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

### **C. Excused and Unexcused Absences**

Please call the school before 8:00 AM and speak to someone in the school office/leave a voice 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. Otherwise, send in a written excuse/email explaining the absence, late arrival, or early dismissal upon your child's return to school. Excused absences include illness, doctor appointments, funerals, court, religious observance and approved school visits (shadowing). 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, Ms. Linda Decker to discuss the 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.

### **D. 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.

## **5.0 School Dress-code and Uniforms**

### **A. 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, students are required to wear masks in the school building. All K-5 students are asked to wear masks with allowed breaks at the classroom teachers' discretion. All students, PreK-5 will wear a mask when they are walking around their classroom, working in small groups or walking in the hallways.

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Boys and girls from grades K-5 are required to abide by the dress code from the first day of school in September until the last day of school in June. 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 – 5 Regular Uniform Day Policy:**

- Black dress pants (twill ONLY- cargo, jeans, knit, cords, or capris are not permissible)
- 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 or Vest – ordered through Stitchworks
- 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 are unacceptable.
- 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 polo

### **General Uniform Policy Information:**

- All children must be in uniform every day. If this is not possible a note must be written to the homeroom teacher.
- All shirts must be tucked in at all times.
- September, May, June ONLY: Optional black twill shorts
- October through April PE sweatpants/athletic pants must be worn. PE shorts may be worn under PE pants on Phys Ed days.
- Make-up is not worn with the uniform.
- To help avoid mix-ups and prevent lost clothing, please label everything.
- Girl Scouts, Boy Scouts: May wear the official scouting uniform or sash to school on scout meeting days.
- 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.)
- On Casual Dress 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. All shirts must have sleeves.

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- Out of Uniform Notices will be issued if the proper uniform is not worn. Three (3) or more notices will result in an “N” on the report card.
  - A detention or suspension can be issued as a result of a uniform policy violation.
  - There are many styles of pants, shorts, shoes, skirts, shirts etc. Please follow the guidelines for purchasing only the style of items listed in the uniform code. Accessories (All Saint Ambrose Academy Students)
  - No fad sneakers, shoes, sandals, flip flops, open shoes, heels over 1”, or backless footwear.
  - 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.
  - 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.

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

### **B. 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. They permit a student to come to school out of uniform. 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 mid-drifts 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.

### **C. 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 in more 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.

## **6.0 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 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 Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

### **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-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

### **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.

### **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,

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Principal, 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.

## 7.0 SPIRITUAL ACTIVITIES

**\*Please see our 2020-2021 School Reopening Plan for changes to Spiritual Activities during the COVID-19 Pandemic**

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 and give back to our community. Offerings of gifts, groceries, and prayers for families in need are collected throughout the season.

## 8.0 STUDENT ACTIVITIES

**\*Please see our 2020-2021 School Reopening Plan for changes to Student Activities during the COVID-19 Pandemic Sports**

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

**Concert Band** Saint Ambrose Academy students participate 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** Saint Ambrose Academy has many after school clubs and activities. Some of these include cooking club, game club, garden club, musical theater and scouts.

## 9.0 PARENT ACTIVITIES

Saint Ambrose Academy is a great place to grow because of the involvement and commitment of its parents. If you are interested in volunteering for any of them, please call the school office.

**Parent Association Purpose:** To join in and promote the mission of Catholic education and contribute to the overall mission of Saint Ambrose Academy (nurturing every person's foundational skills for spiritual, social, emotional and academic growth, creating Leaders of Hope in our local and global communities).

All parents of Saint Ambrose Academy are members of the Parent Association: acting as ambassadors to the school; being involved in school events and coming together as a group working for the benefit of the school.

**Parent Faith Purpose:** To build a Christian community among teachers, staff, students and families; to seek out and coordinate school activities and volunteers.

**Fund Raising Purpose:** To organize major fund-raising events, such as the Gala.

**School Marketing Committee Purpose:** To actively publicize the many positive achievements of our school to the local community on a timely basis; to publish the school brochure and recruit new families to the school. SCHOOL ADMISSION

## 10.0 ACADEMIC PROGRAM

**\*Please See our 2020-2021 School Reopening Plan for changes to the Academic Program during the COVID-19 Pandemic**

Our academic program is centered on the Catholic formation and education of our children. The primary focus in each class is to share the Good News through our words and actions, making God known, loved and served. It is our goal to prepare students with strong souls, open hearts and enlivened minds. Saint Ambrose Academy students have an excellent record of high achievement. Our strong academic program is structured, challenging, creative, and attentive to individual needs.

### A. Curriculum

Our curriculum adheres to the New York State Education requirements incorporating Catholic faith, principles, virtues and practices. Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. 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.



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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.

Shared Expectations for Excellence in Development guides curriculum and instruction at Saint Ambrose Academy. This document is available online at the Diocese of Rochester Department of Catholic Schools' website ([www.dorschools.org](http://www.dorschools.org)).

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 My Math program for our math curriculum in Kindergarten – second grade and I-Ready Math in grades 3-5. We use SuperKids Reading Program from Kindergarten and first grade and a Reading and Writing Workshop model for ELA in Grades 2-5. The core subjects are enhanced with specials subjects, which include Music, Art, Physical Education, Technology, Library, and Character Education.

### **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 (IST)**

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**

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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.

## 11.0 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.

### A. Marking System – Daily subjects

All grades are entered into the online My Students Progress Grading Program. 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 My Students Progress. 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.

### B. 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

### C. 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.

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.

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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 receive the following grades for learner behavior skills:

N = Needs Improvement

I = Improving

S = Satisfactory

E = Exemplary

**D. 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.

**E. Promotion**

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

## 12.0 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:

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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. In order 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.

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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.

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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:
  - a. Course objectives and requirements
  - b. Grading procedures
  - c. Assignments, guidelines, expectations, and due dates
  - d. Student expectations
  - e. Classroom management plan
  - f. Student progress
  - g. 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.

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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:**

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.

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Saint Ambrose Academy also participates in the Olweus Anti-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.

## **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 use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline, responsibility, and awareness of other people.

This discipline policy is intended to encourage and cultivate a caring and respectful Christian community. Disciplinary action, when necessary, will be fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to carry out disciplinary consequences 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 disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other circumstances.

As a general rule, discipline will be progressive. This means that a student's first infraction will usually merit a lighter penalty than later infractions. (Examples of lighter consequences: verbal warning for first offense, and written warning for second offense.)

### **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 serious discipline is used.

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 serious consequences.

### **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 focus of the disciplinary responses is to discern and correct the reasons why discrimination, harassment, bullying, and additional disciplinary problems occurred.

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 penalty 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 to access 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.

## 13.0 PARENT SCHOOL COMMUNICATION

Good communication is essential for a good community.

### 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.

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Questions/ Concerns	First Contact	Second Contact	Third Contact
<b>Academics</b>	Teacher	Principal	
<b>Athletics/CYO</b>	Coach	Athletic Director & Principal	Director of CYO Sports
<b>Behavior</b>	Teacher	Principal	
<b>Extra-Curricular Activities</b>	Club Advisor	Teacher	Principal
<b>Financial Aid</b>	Business Office	Principal	Pastor
<b>Medical</b>	School Nurse	Teacher	Principal
<b>Religion</b>	Teacher	Principal	Coordinator of Curriculum & Instruction
<b>Safety</b>	Teacher	Principal	
<b>Special Education</b>	Teacher	AIS Teacher & Principal	K-5: District of School Location; Pre-K: District of Residence
<b>Transportation/ Bus Behavior</b>	Driver	Principal	Transportation Department of District of Residence
<b>Technology</b>	Teacher	Principal	
<b>Tuition Payment</b>	Tuition Management Company, <i>if applicable</i>	Business Office	Principal
<b>Use of Facilities</b>	Parish Office	Principal	Pastor

Additionally, the Superintendent of Schools is the Fourth Contact.

**A. Thursday Envelopes**

(K-5) Each Thursday, a weekly envelope, containing permission slips, progress reports, and news from the classrooms will be sent home with each K-5 child. Family specific communications will be sent home in the oldest siblings' Thursday Envelope. Envelopes should be brought back to school by Monday of the following week with any forms that need to be completed and returned.

Private party invitations will not be distributed by school personnel or in the Thursday envelope.

**B. Notices Sent Home**

Notices sent through the Thursday envelope or to an entire class are seen as representing school approval. Any school sponsored committee or organization that wants to use the Thursday envelope or distribute information to an entire class needs prior approval from the principal. All flyers being sent home on Thursday, must be delivered to the office no later than Wednesday before 9:00 a.m. for the principal's approval. If received after 9:00 a.m., the flyer will go in the next week's envelope.

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**C. Parent Teacher Conferences**

Parent-Teacher conferences are scheduled for each family in November. This is an opportunity for all parents to discuss their child's growth with the teacher(s). Parents and teachers may request additional conferences at any time during the year. Please call the office if you wish to schedule a conference or speak with your child's teacher or the principal.

**D. Family School Directory**

Each family will have the opportunity to share their address, phone number, e-mail address etc. with the school community in the Family School Directory. Once this information is received, the directory will be created and shared with the school community.

## **14.0 FINANCES**

**A. 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.

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 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.

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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

### **2020-2021 TUITION POLICY**

The annual tuition for Grades K-5 at Saint Ambrose Academy is \$4,495 for parishioners and \$4,695 for non-parishioners. A multi-student discount is available. Preschool Tuition rates range from \$1,895 for 2 half days (8:30 am–11:00 am) to \$4,595 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.

#### **DELINQUENT ACCOUNTS**

Families that are one payment in financial delinquency will be notified by FACTS as being past due (for monthly payments). The Pastor, Principal, and Finance Director 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 has been paid in full.

Saint Ambrose Academy will pursue every avenue to obtain tuition and extended care payment, which will include the reporting of delinquent accounts to a collection agency. Academic records and transcripts will not be released until the outstanding balance is paid in full, including collection fees incurred.

#### **Distance Learning due to Covid-19 Protocol**

Families are responsible for their full and regular tuition payments during distance learning periods due to any building closure. Curriculum instruction will be provided to every student by their homeroom teacher and special content area teachers. There will not be a suspension in the academic programming, therefore there will not be a suspension of any tuition payments due.

#### **B. Donations to Saint Ambrose Academy**

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

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used to buy new equipment for our classrooms and make improvements in our school. We are a Christian family helping each other.

### **C. Fund Raising**

Each year we have two main fundraisers, The Gala and Popcorn sale. If successful, it will eliminate the need for other fall and spring product sales. 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 to Saint Ambrose Academy.

## **15.0 ADMISSIONS POLICY**

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law which 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 and the NYS Public Department of Health Immunization Laws and Regulations. All students entering preschool must also receive the pneumococcal and Hib vaccines. Exemptions may be granted for medical reasons only. Religious exemptions are no longer allowed per New York State Law.

### **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.

### **Toilet Training**

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

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\*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.

## **Student Health and Safety**

### **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).

### **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.

## **Transfer Students**

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.

All parents or guardians of students transferring into Saint Ambrose Academy or out of Saint Ambrose Academy must complete a release of records request upon registration.

## **16.0 Technology**

### **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

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"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.



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***Acceptable Student Use of the Computer Network and Internet Policy  
Rules and Responsibilities:***

1. 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.
2. To that end, Saint Ambrose Academy has set the following standards for acceptable student use of on-line information sources via the Internet.
3. 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.
4. 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.
5. 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.
6. 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:
  7. Sending, displaying, or downloading offensive messages or pictures;
  8. Using obscene language;
  9. Harassing, insulting, or threatening others;
  10. Damaging of computer systems or computer networks;
  11. Violating copyright laws;
  12. Submitting documents from the Internet as a student's personal work;
  13. Using another person's sign-on and/or password;
  14. Trespassing in someone else's folder, work, or files;
  15. Intentionally wasting limited resources;
  16. Using the network for commercial purposes;
  17. Revealing a personal phone number, name or address of one's self or another;

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18. Any other form of cyber bullying.
19. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

**USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES**

Neither the Diocese of Rochester nor Saint Ambrose Academy are 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.

## **17.0 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 (ie, turned away from the camera or otherwise unidentifiable).

Adults:

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

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*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.”

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*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.”

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*Student Signature*

*Date*