

St. Ambrose Catholic School



2022-23 Parent/Student Handbook

ST. AMBROSE CATHOLIC SCHOOL

301 S. Chestnut St.

Seymour, IN 47274

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

www.stambroseseymour.org

Facebook Page: St. Ambrose Catholic School-Seymour, Indiana

PTO Facebook Private Group: Saint Ambrose PTO

TABLE OF CONTENTS

Accreditation	6	Mission Statement	3
Admission	6	Non-Custodial Parent	18
Arrival/Dismissal	6	PTO	18
Attendance	7	Pesticides	18
Athletics	8	Pictures	19
Background Checks	9	Playground Rules	19
Bus Transportation	9	Preschool	19
Cafeteria	10	Registration	19
Calendar	5	Religious Activities	19
Catholic Schools Week	10	Report Cards	19
Class Parties	10	Sacraments	20
Communication	10	School Cancellation/Delay	20
Curriculum	11	School Staff	4
Daily Schedule	11	Security	20
Disaster Drills	11	Social Events	20
Discipline	11	Special Services	21
Dress Code	14	Special Classes	21
Educational Responsibility	14	Student Records	21
Emergency Information	15	Supplies	21
Extended Care	15	Technology/Internet	21
Field Trips	16	Telephones	22
Fundraising	16	Textbooks	22
Grading Scale	16	Tuition/Misc. Payments	22
Health	17	Visitors	22
Homework	17	Welcome	3
Lost and Found	18	Wellness Policy	23
Mass	18		

APPENDICES

A	School Dress Code	25
B	Archdiocesan Policy on Administration of Medication & Medical Care	27
C	Chromebook Agreement	29
D	Archdiocese of Indianapolis Student Health and Safety Plan	31

St. Ambrose School Mission Statement

Led by Christ, through prayer and study, the St. Ambrose Catholic School Community encourages a lifelong commitment to faith, learning, leadership, and service.

Welcome

With pleasure, we welcome you to a new school year at St. Ambrose Catholic School! We are really happy to have you and your family as part of our school and share this journey with us.

St. Ambrose School is a Preschool through 8th grade school serving the families of St. Ambrose Parish and the Seymour Community. A formal Catholic education has been offered to our community since 1858. Through the construction of the current school building erected in 1958 and the Parish Center built in 1997, our parish and school has expanded their facilities to afford more opportunity for the gathering of its members.

St. Ambrose is a member of the Archdiocese of Indianapolis, which serves the central and southern portions of Indiana. The parish and school follow the guidelines mandated by the Archdiocese and the Indiana Department of Education. Additional policies are formed at the local level through the governance structure of the parish.

St. Ambrose School is truly unique to this community. It is the only school in Jackson County to integrate Roman Catholic values in all curricular subjects and extra-curricular events. We believe that in having such values integrated in all that we do, that we provide the best possible education for the youth of St. Ambrose.

We hope that you find St. Ambrose to be a school which enables each individual to reach his/her maximum potential in a positive, caring environment so that by their fruits, you will know them. We welcome children and parents of all faiths to become a part of our Christian community.

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

St. Ambrose School Staff

Pastor:	Father Dan Staublin	danstaublin@gmail.com
Principal:	Mrs. Michelle Neibert-Levine	levine@stambroseseymour.org
Secretary:	Mrs. Amy Pruden	pruden@stambroseseymour.org
Preschool:	Mrs. Sharon Eggers	eggers@stambroseseymour.org
Preschool Aide:	Mrs. Breanna Jaynes	
Kindergarten:	Mrs. Betsy Davidson	bdavidson@stambroseseymour.org
First Grade:	Mrs. Kris Wilson	wilson@stambroseseymour.org
Second Grade:	Mrs. Angie Craig	craig@stambroseseymour.org
Third Grade:	Mrs. Tennille Chandler	chandler@stambroseseymour.org
Fourth Grade:	Mrs. Sara Speer	speer@stambroseseymour.org
Fifth Grade:	Mrs. Amy Hughes	hughes@stambroseseymour.org
Sixth Grade:	Mrs. Kim Stewart	stewart@stambroseseymour.org
Seventh Grade:	Miss April Eaton	eaton@stambroseseymour.org
Eighth Grade:	Mrs. Julie Lemming	lemming@stambroseseymour.org
Art:	Mrs. Leisa Sunbury	sunbury@stambroseseymour.org
Music & P.E.:	Mrs. Becky Grelle	grelle@stambroseseymour.org
Resource:	Mrs. Kelly Stephens (Title I) Mrs. Leisa Sunbury (Title I) Mrs. Becky Grelle (Title III)	stephens@stambroseseymour.org sunbury@stambroseseymour.org grelle@stambroseseymour.org
Spanish:	Mrs. Yesenia Mendez	yeshi13@live.com.mx
Cafeteria Manager:	Mrs. Edie Schafstall	schafstall@stambroseseymour.org
Cafeteria Assistant:	Miss Ashley Wayt	wayt@stambroseseymour.org
Cafeteria Assistant:	???	
Maintenance:	Mr. Danny Simmons	simmons@stambroseseymour.org
Custodian:	Miss Ashley Wayt	wayt@stambroseseymour.org
Technology:	Mrs. Felicia Vogel	feliciav@stambroseseymour.org
School Nurse:	Mrs. Pam Gumbel	pgumbel1254@gmail.com
Extended Care:	Mrs. Kelly Stephens (Morning) ??? (After School)	stephens@stambroseseymour.org

St. Ambrose School

2022-2023 Calendar

Monday, August 8	Back to School Orientation Meetings
Monday & Tuesday, Aug. 8 & 9	Teacher Days
Wednesday, August 10	First Day of School Grades K-8
Friday, August 12	PTO Back to School Family Night
Monday, August 15	First Day of 4/5 Preschool
Tuesday, August 16	First Day of 3/4 Preschool
Monday, September 5	No School-Labor Day
Wednesday-Friday, Oct. 12-14	No School-Fall Break
Thursday, October 20	Parent-Teacher Conferences
Wednesday-Friday, Nov. 23-25	No School-Thanksgiving Vacation
Wednesday, Dec. 21-Friday, Jan. 6	No School-Christmas Vacation
Friday, January 6	Teacher Day
Monday, January 9	Students Return
Monday, January 16	No School-MLK, Jr. Day (Possible Make-Up Day)
Sunday, Jan. 29-Saturday Feb. 4	National Catholic Schools Week
Monday-Friday, March 20-24	No School-Spring Break
Friday, April 7	No School-Good Friday (Possible Make-Up Day)
Thursday, May 25	Last Student Day
Friday, May 26	Teacher Day

ACCREDITATION

St. Ambrose Catholic School is fully accredited and certified by the Indiana State Department of Education and nationally through Cognia.

ADMISSION

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

Active Parishioner Students: Active Parishioner families receive reduced tuition fees. Active Parishioners are those families registered through St. Ambrose Catholic Church, attend Sunday Mass weekly and contribute to the support of the church by using the church contribution envelopes or EFT. Children of active parishioners must be baptized in a Catholic Church and involved in sacramental preparation classes prior to the beginning of school. Baptismal records must be presented at the initial registration if they were baptized in another Catholic Church besides St. Ambrose. It is the parents' responsibility to alert the administration that their child may not have received the sacraments at their previous school if they wish the child to be prepared for the sacraments at St. Ambrose. Parishioners who are registered in the parish, but do not attend Mass weekly and do not financially contribute to the operations of the parish, will be assessed non-active parishioner tuition rates.

Non-Catholic Students: The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

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

Transfer Students: Transfer students are welcome at any time. The school will contact the student's previous school to verify good standing and to determine academic placement. New students, if Catholic, must first register in the parish. A baptismal certificate, up-to-date medical immunization record, birth certificate, and dental form should be on file in the school office prior to the first day of school. This is a state law and can result in removal from school until this is corrected. Arrangements will be made for the payment of tuition and fees.

Withdrawals: Families moving from the school should notify the principal and teacher in ample time. Records will be forwarded to the receiving school.

ARRIVAL/DISMISSAL

Arrival: Students arriving between 8:00 and 8:15 must report to the gym, where supervision is provided at no charge. Students who arrive between 7:00-8:00 must report to the gym for "Extended Care" and pay appropriate Extended Care fees. (See Extended Care for additional information.) Any student wanting to eat a school breakfast will be excused to the cafeteria at

8:05. All students are dismissed from the gym at 8:15 and must report directly to his/her classroom. Any student not in his/her seat at 8:30 will be counted tardy. Please note: No student should arrive at school before 7:00 a.m. Please avoid parking in the yellow curbed area in front of school. This is for the buses to safely drop off students. A bike rack is provided in front of the school for students who ride their bikes to school. Students must provide a bike lock for safe keeping of the bicycle during the day.

Dismissal:

- **Bus Students**-Bus students are dismissed from the front door. Please avoid parking in the front at dismissal due to space needed for the school buses. Please note: for student safety, parking is never permitted in the yellow curb areas in the front of school.
- **Car Pick Up**-Students who are being picked up are dismissed from the back parking lot for pick-up at 3:15. All cars picking up students will line up along Carter St. The parking lot gate will be opened at 3:10. At this time, the first five cars may pull onto the parking lot. When children of the first five cars are safely buckled, the cars will be directed out of the parking lot onto South St. so that the next five cars may come to a full stop in the parking lot. The procedure will be repeated until all children have been picked up. It is helpful if families use their car pick-up signs and post it in their side window or windshield. Any child not picked up by 3:30 will be checked into Extended Care and charged appropriate Extended Care fees. (See Extended Care for additional information.)

If your child will be going home by a different means than he or she normally does, written permission (signed by the parent) is required and should be given to your child's teacher. Students are not permitted to go home with a different student unless the office has been informed.

ATTENDANCE

Attendance: Indiana State law requires all children of elementary school age attend school every day. Students are expected to be on time for classes in order to benefit from the instructional program and to develop the good habits of self-discipline, responsibility, and punctuality. Good attendance is vital if students are to do well in school. Please remember that a phone call before 8:00 on the day of the absence and a signed note from the parent explaining a student's absence is required. Upon returning to school, it is the student's responsibility to check with his/her teachers to make up work and tests.

Repeated absences, tardiness, or early departures may cause a serious learning problem for a child. If a child is absent excessively, the parents and principal will have a conference. The administration will take the necessary steps to insure the child is receiving a compulsory education. Being tardy or absent is only acceptable when absolutely necessary!

A student is considered absent half day in the morning if he/she arrives after 10:30. A student is considered absent half day in the afternoon if he/she leaves before 1:15. Students that are absent for two hours or more during any part of the school day will also be counted absent for half day. Parents should arrange medical appointments so their children do not miss any part of the school day.

Tardiness: Tardiness interrupts your child's instructional day, so it is **very** important that he/she arrives at school on time. All students should report in his/her classroom between 8:15

and 8:30 each morning. Any student not in his/her seat at 8:30, will be marked tardy. For every five tardies, the student will receive an after school detention until 4:00.

Early Departure/Appointments During the School Day: Students are considered to be departing from school early when leaving between 1:15 and 3:15. Students must be signed out at the office prior to leaving early. The secretary will notify the teacher to send the student to the office. Please send a note to your child's teacher if you have an appointment or know your child will need to leave school early. In the interest of safety, please indicate who will be picking up your child. If the student returns to school after an appointment, the parent/adult must also sign the student back in the school. If the student is gone for more than two hours, the student will be counted as absent half day.

Illness: If a child has a communicable disease or condition (chicken pox, head lice, etc), please notify the school office of the circumstances. We may need to notify other parents of the disease or condition. Students with fevers, severe colds and contagious diseases or conditions should stay home! We realize that this may cause an inconvenience for you, but minimizes the risk of spreading contagious diseases and protects the health of all other children. If a child is absent from school, he/she may not attend extracurricular activities (including sports practices and games). When phoning in a child's absence, please indicate the arrangement for getting the child's homework to him or her. The work may be picked up after 3:00 in the school office, or sent home with a sibling or friend. The length of the absence will determine how much homework make-up time will be provided. (Example: If a student is absent three days, he or she may have three days to complete the missed work.)

Prearranged Absences/Vacation Days: When special circumstances require that a student miss some school days to participate in another family event, the parent must request a "prearranged" absent form. This will alert the school and the teacher to a specific absence and they can try to coordinate this with you. Work may be sent home for makeup prior to, or during the missed days. Tests should be taken prior to, or on the returning day.

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

For Grading Period

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

For School Year

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

ATHLETICS

Sports Program: Basketball and volleyball are offered to fourth through eighth grade students under the guidance of our Athletic Coordinator. Middle school students may participate on Seymour Middle School sports teams if St. Ambrose does not have a team for that sport

and/or grade. St. Ambrose students in grades first through fifth can also participate in the Seymour Cross Country Running Club League and other area youth sports programs.

Sportsmanship: All students, parents and coaches of St. Ambrose School are expected to uphold the high standards of our school as they represent our school on an athletic team. Good sportsmanship and self-discipline will be stressed. Anyone yelling at referees, coaches, or students may be asked to LEAVE. Parents, as well as coaches, are reminded of their roles as models for the students. Winning may be a goal, but losing gracefully and learning from the loss must also be our goal. Students MUST be encouraged to do their best and this is achieved by positive reinforcement.

Gym: The school gym is available for sports activities (practices and games). The times must be scheduled in the school office. Coaches must be in charge and have participated in the Safe Parish Program, cardiac arrest and concussion training. Coaches who have keys MAY NOT share them with anyone or let a group into the gym without permission from administration. All coaches that receive a key are required to return the key(s) to the school office when activities are done for that sport's season.

BACKGROUND CHECKS

Background Checks: Background checks are required for all employees and volunteers. They are conducted through a service required by the Archdiocese of Indianapolis. The extent of this background check goes beyond the requirement of the State of Indiana.

Safe Parish: All staff and volunteers must have participated in the Safe Parish Training before first day of employment and/or volunteering!

Field Trip Chaperones: All field trip chaperones must have participated in the Safe Parish Training and a background check.

If you would like to attend a field trip or volunteer at school, please complete the Safe Parish training and background check as soon as possible. Log into www.archindysafeparish.org and use the code *Archindy2021*

BUS TRANSPORTATION

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

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

- Students must obey the bus driver at all times.
- Students are to remain seated with limbs inside the bus while it is in motion.
- A student is not allowed to ride a different bus than what is assigned at the beginning of the school year (unless circumstances such as moving occur).
- A student is not allowed to ride the bus to another student's home due to overcrowding on the public school buses.
- Preschool students are not permitted to ride the bus to and from school due to the directive from the Indiana Department of Education and the Division of School Traffic Safety.

CAFETERIA

Breakfast and Lunch: Our school serves nutritious and well-balanced meals every school day. Menus are sent home and may be found on the school website. A student breakfast costs \$1.50 and a lunch costs \$2.60. Parents of children with a food allergy need to provide the school with a note from their doctor to receive an alternative menu item. Children may bring a lunch from home; however, **lunch delivered by parents from fast food restaurants is not permitted.** If a child brings a lunch to school, please make sure they can open the containers. The need to microwave should be kept to a minimum (only two microwaves available to about 45 students). Students are expected to eat properly and exhibit good manners at all times. Carbonated drinks or drinks in glass containers are not permitted. When operating a federally sponsored lunch program, drink machines are not available during the school day.

Cafeteria Accounts: Every family has a cafeteria account. Please send in money to be deposited in your child's account. Money may be sent in weekly to cover weekly lunches and milk; or money can be sent in larger amounts periodically and amounts will be deducted from the account as the members in the family purchase meals. You do not have to worry about the exact amount! If at all possible, please pay by check. Notices will be sent home monthly notifying parents of the balance in the families' account.

Free/Reduced Lunch Program: Assistance is available for students when the family income meets the specified federal regulations, or extraordinary health expenses etc. Applications must be completed and approved before the free/reduced lunch program can be put into effect. **Parents are encouraged to utilize the Free/Reduced Lunch Program when their circumstances dictate. Not only does it help you financially, but the school benefits by receiving funding through other sources!** If you meet the criteria for lunch assistance, even if your child chooses NOT to eat the meal, it is to our advantage that you apply. If you have any questions, please inquire at the school office.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is celebrated at the end of January. It is a time when we celebrate the uniqueness as well as the MANY qualities that make a school a Catholic School. Activities for parents, teachers, and students are traditionally planned for this week.

CLASS PARTIES

Birthdays: Parents need to let the teacher know if they will be sending in a birthday treat for the class. Please check with the teacher regarding children with special dietary needs. Children who have birthdays during the summer months or vacations may make arrangements with the teacher to schedule a celebration.

Holidays: Most classes celebrate holidays with a class party. Please check with the teacher regarding children with special dietary needs.

COMMUNICATION

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

School Newsletter: The school newsletter and general information will be emailed to parents on Thursdays. Please make sure that you check your email regularly. If you obtain a new email address, please make sure that the school office is notified. Email will be our primary communication with parents. Weekly newsletters will also be posted on the school website at www.stambroseseymour.org

Classroom Newsletters: Teachers will send communication home with students containing specific class information.

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

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

Email: Each teacher will have access to school email. These addresses are provided on page 4.

Parent-Teacher Conferences: Parent-Teacher conferences are scheduled during the fall semester. If you would like to conference with your child's teacher at additional times, please contact the teacher.

CURRICULUM

All students enrolled at St. Ambrose are expected to participate in all of the educational programs that are a part of the school curriculum. Our curriculum is composed of Indiana Academic Standards as well as standards established by the Archdiocese of Indianapolis. All textbooks used at St. Ambrose are approved by the Indiana Department of Education and the Archdiocese of Indianapolis.

DAILY SCHEDULE

- 8:05 Breakfast (Available for all students until 8:25)
- 8:15 Students report to classrooms
- 8:30 Classes begin, students are counted tardy/absent
- 11:15 K-2nd Lunch
- 11:40 K-2nd Recess
- 11:45 3rd-5th Lunch
- 12:10 3rd-5th Recess
- 12:15 6th-8th Lunch
- 12:35 6th-8th Recess
- 2:05 K-2nd Recess
- 3:15 Dismissal of all students

DISASTER DRILLS: Fire/Tornado/Intruder

The School is required to conduct regular disaster drills (fire, tornado, and intruder). Students are given directions as to the correct procedures for these drills. Students are expected to observe silence at all times during these drills.

Fire Drills: Fire drills are required by law and will be conducted on a monthly basis throughout the school year. Students will receive instructions from their teachers regarding proper

procedures for fire drills. We encourage all parents to organize and conduct fire drills at home as well.

Tornado Drills: A minimum of one tornado drill will be conducted each semester. Students will be asked to proceed to a maximum safety area for disaster drills. Students are to remain quiet until the "all clear" has sounded.

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

DISCIPLINE

The school reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

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

Personal Belongings: Students should NOT bring any item to school that is not an essential school supply or that is used in a manner that is distracting to the teacher or other students or it WILL be confiscated by the teacher, principal, or other adult supervisor. The following are examples of items that should not be brought to school, but not limited to:

- Large amounts of money or other valuable personal items
- Book bags with wheels
- Live animals (unless previous arrangements have been made)
- Knives, guns, martial arts weapons
- Juuls, or other e-cigarette/vape devices
- Alcohol, tobacco products, drugs, or their look-alikes

*Note: Playground equipment, such as balls or jump ropes may be brought to school. However, St. Ambrose does not accept any financial responsibility for these items brought to school.

Cell phones: Cell phones may not be used during the hours of 8:15 a.m. to 3:15 p.m. unless given permission from a staff member. If a student brings a cell-phone to school, the phone MUST be turned off and kept concealed throughout the school day.

Sexual Harassment: Students are expected to interact verbally and physically in harmony with God's Word and His will that all individuals are to be highly valued and respected. Sexual harassment consists of unwelcome sexual advances, and other inappropriate verbal and physical conduct of a sexual nature. Responses to this should be an immediate "NO". If the person does not stop, or if the behavior is repeated in any way, it should be reported to a teacher, principal, or other adult supervisor. If follow up from the teacher or principal does not bring a quick halt to the problem, parents will be contacted, along with further disciplinary action.

Search and Seizure: Search and seizure is a legal procedure used in many civil law and common law legal systems whereby police or other authorities and their agents, who suspect that a crime has been committed, do a search of a person's property and confiscate any relevant evidence to the crime. Parents will be contacted by the principal prior to the search (by a police officer) of a student's locker or possessions if a suspected violation of school rules has occurred. Please note: The school staff may search a student's locker or possessions, if a suspected violation of school rules has occurred, without notification.

Bullying Prevention: Bullying is when a student is exposed repeatedly and over time, to negative actions of another student or group of students. Bullying implies that there is an imbalance of power and/or strength between the students involved and that the harm done was intentional (Olweus, 1993). Bullying can be physical (pushing, shoving, tripping, and other hurtful behaviors); Verbal (name calling, teasing, racist remarks, rumors, etc.); and Emotional (intimidating, excluding, threatening, etc.). Rules are in place to help prevent bullying...

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

General Classroom and Hall Rules:

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

Consequences: There will be consequences for disruption of the educational environment. Teachers may use a variety of disciplinary consequences depending on the age and behavior of the student. These consequences may include, but are not limited to, the following:

- Discussion with the student
- Lunch detention
- Time out of the classroom
- Parent contact
- Change of behavioral card
- Loss of a strike on conduct strip
- After school detention (Accumulation of detentions will result in an in-school suspension)
- Office referral

In addition to the above consequences, the principal may also:

- Request conference with parent
- Assign in-school suspension*

- Assign out-of-school suspension**
- Recommend expulsion***

***In-School Suspension:** Notice of suspension shall be in writing, issued immediately by the principal, and copies of the action sent to the parent and the pastor. The principal may suspend a student for a period of time, not to exceed five days. The student will receive full credit for all homework assignments, quizzes, and tests given the day of the in-school suspension. The student will not be allowed to participate in extra-curricular school related activities the day(s) of their suspension.

****Out of School Suspension:** Notice of suspension shall be in writing, issued immediately by the principal, and copies of the action sent to the parent and the pastor. The principal may suspend a student for a period of time, not to exceed five days. All assignments, quizzes, and tests will NOT be made up while the student is suspended, therefore will receive NO credit for work or tests missed. The student will not be allowed to participate in extra-curricular school related activities the day(s) of their suspension. The student and parent must meet with the principal prior to admittance back into school.

*****Expulsion:** Notice of expulsion shall be in writing, issued immediately by the principal, and copies of the action sent to the parent and the pastor. The expulsion of a student is a permanent removal from the school for the remainder of the school year.

Seclusion/Restraint: As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

DRESS CODE

Please see the current dress code in Appendix A on page 25 of this handbook.

EDUCATIONAL RESPONSIBILITY

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

Parent Responsibility: Parents have the responsibility to set the example of Christian faith, (especially by seeing that the family attends Mass or church services weekly); oversee their child's responsibility to complete their homework assignments; cooperate with school personnel when solving school-related problems; care for the student's health and personal cleanliness; make sure the child observes the school dress code; send their children to school when school is in session and make sure they arrive promptly; keep students who are ill at

home and make arrangements to have all class work and homework completed; and meet the financial obligations they have accepted by sending their child to St. Ambrose.

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

Channel of Communication: As educators, we recognize and appreciate the deep and abiding interest that each of you has in the education of your child/children. Your cooperation and interest are our greatest strengths as a school. However, since education is a human endeavor, there are bound to be disagreements. When you disagree with a grade, punishment, or the way a particular problem was handled, **FIRST** contact the teacher involved, then the principal if the matter cannot be resolved. Please recognize that your attitude toward the school will be reflected in the attitude of your children. Just as we would never negatively discuss you in the presence of your children, we expect the same courtesy and respect from you. In the event of a disagreement, contact the teacher involved when your child/children is/are not around. **NEVER** call other students to "check out" a teacher's story. Such action not only undermines your child's attitude toward the teacher, but also that of the other students.

EMERGENCY INFORMATION

Parents are requested to keep contact information at school current and updated. Emergency information is kept on file in the office for every student, and we **MUST** have a current home phone number, a daytime number and cell phone number (if available) for both parents. This information is critical if a student has an accident while at school or becomes ill. If a child sustains an accident at school or during participation in school sports that is not immediately detected, it is important that the parent notify the administration immediately so our insurance company may be contacted.

EXTENDED CARE

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

Hours of Operation:

Before School Care: 7:00-8:00 am (gym)*

After School Care: 3:15-5:30 pm (Media Center/Playground/Gym)

*In the event of a 2-hour weather delay, Extended Care will begin at 8:45 am.

Attendance: Attendance is taken daily when students arrive at the Extended Care meeting point. Part-time parents should notify their child's teacher if they intend to have their child(ren) stay for the Extended Care Program.

Fees: Morning Care: \$2.50 per child per day
After School Care: \$2.50 per child per day if picked up between 3:30-4:30
\$5.00 per child per day if picked up between 4:30-5:30

FIELD TRIPS

Educational field trips take place several times during the year. Field trips must be approved and must have educational value related to state standards or archdiocesan guidelines. Participation in a field trip is a privilege, not a right.

Permission Slips: According to state law, written permission must be obtained from parents for any field trip. If your child's field trip form is not signed by the day of the field trip, it will be the principal's discretion on whether a phone call can be made to the parent.

Volunteers/Chaperones: Teachers may request help with student supervision from volunteers/chaperones for field trips. Some general rules are as follows: volunteers need to have received Safe Parish Training through the Archdiocese of Indianapolis and a completed background check before approval to chaperone, they must also keep current with updates; school rules and procedures should be followed; young children should not be brought along unless prior approval from the supervising teacher has been given.

FUNDRAISING

All fundraising events need to be approved by the School Commission and Parish Council as well as the pastor prior to scheduling. St. Ambrose School hosts two main fundraisers to help keep our tuition low:

Oktoberfest: St. Ambrose PTO has a booth at the Seymour Oktoberfest. Homemade breads, fudge, and persimmon pudding is sold at our booth. Approximately \$4,000 is profited from this fundraiser and all money goes to the PTO.

Chili Cook-Off and Reverse Raffle: PTO and the school commission co-host the chili cook-off and reverse raffle at the beginning of February. This fun adult only evening held at the Knights of Columbus is the largest school fundraiser. Approximately \$10,000 is profited for the operations of the school and \$2,000 for PTO.

GRADING SCALE

Archdiocese of Indianapolis Grading Scale Grades 4-8

A = 93-100	
B = 85-92	M = Mastery
C = 76-84	N = Non-Mastery
D = 70-75	
F = 69 or Below	

Archdiocese of Indianapolis Achievement Scale Grades K-3

Levels of achievement are provided to help you better understand how your child is performing on specific standards.

E = Exemplary	(Demonstrates a deep understanding of key concepts and consistently applies and extends them above grade level.)
M = Mastery	(Demonstrates an understanding of key concepts and consistently applies them at grade level.)
P = Partial Mastery	(Demonstrates partial understanding of key concepts and/or

N = Non-Mastery inconsistently applies them at grade level.)
(Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support.)

HEALTH

Archdiocesan Policy on Administration of Medication and Medical Care: See Appendix B on page 27.

Archdiocese of Indianapolis Student Health and Safety Plan: See Appendix D on page 31.

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

Hearing and Vision: Annual screenings on vision and hearing are made and health records are maintained for each student. A hearing screening is given during the first and fourth grades and when students enter school for the first time. Vision is checked each year on every student by the Lions Club.

Immunization Records: The school must have current immunization (shot) records on file.

Medications: Please see "Archdiocese Policy on Administration of Medication and Medical Care" (Appendix B on page 27).

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

HOMEWORK

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

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

- **Grades K-2:** 20-30 minutes nightly should be spent in some kind of study. Parents may help with prayers, spelling words, math facts, etc.
- **Grades 3-5:** 30-60 minutes each week night should be spent in home study. Written work will usually be given in some subjects. Some of this work may be finished in school, but children still need some time in actual study.

- **Grades 6-8:** 60+ minutes each week night should be spent in home study. Some of this work may be finished in school, but children should still spend some time at home in actual study. Keep in mind that teachers often ask students to begin work in class. Students will often have ongoing homework and projects that may be assigned at the beginning of the week.

If your child has more homework than indicated above, encourage him/her to take advantage of class time to begin work. Or, consider having your child attend Homework Club (when offered). Homework of an absent child may be sent home with a brother, sister, or neighbor. Make up of homework missed due to illness or missed days should be negotiated between the student and teacher. Students are responsible for work assigned. Depending upon the age of the child, homework detentions or loss of recess may be given for incomplete or missing work.

LOST AND FOUND

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

MASS

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

NON-CUSTODIAL PARENT

St. Ambrose abides by the provisions of the Family Education Rights and Privacy Act of 1975 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child/children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of a notarized court order. For the protection of the student, the school asks all divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is also necessary to help the school determine when, if ever, the child can be released to the non-custodial parent.

PARENT-TEACHER ORGANIZATION

The PTO would like to welcome you and your child to our school. All parents are considered members of the PTO and we encourage you to become involved as much as possible. Please see the welcome letter in your family folder with additional information. Page 2 of the letter needs to be completed and returned to school by Friday, August 12.

PESTICIDES

The school has a policy and guidelines regarding the use of pesticides. If you would like to view this information, please make a request to do so at the school office. If your child has an

allergy to any pesticides, please inform the office in writing immediately. They do not spray during the school day.

PICTURES

Individual student pictures will be taken in the fall. All students will have a picture taken, but you are under no obligation to purchase these pictures. Parents may choose from a variety of picture packages for purchase. Special group and activity pictures for the yearbook are taken later in the year. Students do not have to wear their school uniform, but should dress neatly and appropriately.

PLAYGROUND RULES

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

- Students will show respect to all adults on the playground.
- Students will remain in the assigned areas.
- Students will refrain from fighting, football, wrestling, rock and snowball throwing and unsupervised tag games.
- Students must stay on the playground unless the recess supervisor grants permission.

PRESCHOOL

St. Ambrose School provides two preschool programs. The 3/4 and 4/5 class curriculum are separate. The learning experiences are designed to match the child's developmental age and their ability levels. There are field trips planned and students engage in "show and tell" to enhance language skills and social development. Our preschool is designed to be a solid foundation for formal education and to ease the transition to Kindergarten.

REGISTRATION

Registration for the upcoming school year takes place in the spring.

- A St. Ambrose registration form is included in the newsletter for families whose children are already enrolled at St. Ambrose School.
- A notice is included in the church bulletin for parishioners who have children eligible for kindergarten through eighth grade.
- Enrollment is opened to families of parishioners who wish to enroll at St. Ambrose.
- Enrollment is opened to all other families who wish to enroll at St. Ambrose.

RELIGIOUS ACTIVITIES

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

REPORT CARDS

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

Indianapolis Grading Scale (Grades 5-8) and the Archdiocese of Indianapolis Achievement Scale (Grades K-4) under Grading Scale.

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

SACRAMENTS

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

SCHOOL CANCELLATION/DELAY

St. Ambrose School will follow the Seymour Community Schools in the event of emergency closings and delays. If school is cancelled or delayed due to inclement weather, a text message will be sent to parents. In the event of a 2-hour delay, school will begin at 10:30 a.m. and morning Extended Care will start at 8:45 am. There will be no breakfast served and preschool students may attend from 12:30-3:00 in the event of a delay. If school is cancelled, St. Ambrose has been approved by the Indiana Department of Education to conduct eLearning days.

SECURITY

For the safety of our students and staff, ALL school and parish center doors are locked during school hours. There is a camera between the exterior and interior front doors with monitors in the secretary and principal's office. Once the individual has been recognized or identified, the interior door is unlocked for access to the school. All individuals must sign in in the secretary's office during school hours.

SOCIAL EVENTS

In planning social events and activities, parents need to be sensitive to the feelings of children as well as their safety and welfare. The school has set forth the following guidelines regarding social activities involving the students: invitations to parties or events which are to take place outside of school time are not to be issued at school unless all students in the class are included; students should be discouraged from discussing such events in the presence of those not included; and all social gatherings, whether on or off school property, should have adequate adult supervision.

SPECIAL SERVICES

If you feel your child might have a learning or cognitive disability or language/speech impairment, please discuss the situation with the classroom teacher. The teacher may also request that you consent to the testing in order to help develop a better educational program for your child. Upon receiving the results of the evaluation, a conference will be scheduled.

SPECIAL CLASSES

Mon.-Art Tues.-Spanish Wed.-Music Thurs.-Music/P.E. Fri-P.E.

Art: All students receive art instruction taught by the art teacher one time per week.

Music/Band: All students receive music instruction taught by the music teacher at least one time per week. Students in fourth grade will learn to read music and play an instrument (recorder). Students in fifth, sixth, seventh, and eighth grades will be offered band as an elective. The instrument assignment is based on an ear music inventory test and instrument try out. Students and their parents then work out a rental agreement with Paige's Music if an instrument needs to be rented.

Physical Education (P.E.): All students receive P.E. taught by the P.E. teacher at least one time per week. **Students must wear tennis shoes on the gym floor during P.E. class or they will have to sit out.** If a child cannot participate in gym he/she must bring in a signed note from the parents or doctor stating the reason. A form must be completed that alerts the instructor to any physical disabilities that may interfere with normal activity. Middle school students are required to bring clothes to change into for P.E.

Spanish: All English as a first language students will receive Spanish instruction taught by the Spanish teacher one time per week. Students, whose first language is not English, but have demonstrated English proficiency on the WIDA assessment, will also attend Spanish class. Students, whose first language is not English, and have not demonstrated proficiency on the WIDA assessment, will receive English language support during this class time.

STUDENT RECORDS

When a student transfers or graduates, records are sent upon request or notification to the school to which the student is transferring. According to the Family Rights and Privacy Act of 1975, parents have a right to view their children's educational records. If a parent feels it is necessary to view their child's records, please make an appointment with the office.

SUPPLIES

An annual supply list is provided prior to the beginning of the school year. It is important that supplies are replenished during the year as they are used.

TECHNOLOGY/INTERNET

Every student (kindergarten through eighth grade) will be provided with a Chromebook for school use. Students and parents must sign an Acceptable Use Agreement each year in order for a student to have access to the Internet during the school day. The Chromebook Agreement can be found in Appendix C on page 29.

TELEPHONES

All classrooms have a telephone and calls can be made from the classrooms. However, we ask that teachers not be interrupted for phone calls during instructional times. You may call the office and leave a message and the teacher can return your call. The school maintains a voicemail system for messages during and after school hours.

TEXTBOOKS

All textbooks are the property of St. Ambrose School. Students are responsible for all textbooks (and library books) provided to them during the school year. The student or parent must pay for all lost or damaged books. If a lost book is found, money will be refunded.

TUITION/MISCELLANEOUS PAYMENTS

Registration Fees:

Each Family (Preschool-8th Grade) \$100

Technology Fees:

Included in Tuition for the 2022-23 School Year

2021-22 Tuition Rates (includes book rental & technology fee):

Active Parishioner Families

Preschool (3/4)	\$120/month (Aug-May)	\$1,200/year
Preschool (4/5)	\$153/month (Aug-May)	\$1,530/year
Grades K-8	\$360/month (Aug-May)	\$3,600/year

Non-Catholic or Non-Active Parishioner Families

Preschool (3/4)	\$130/month (Aug-May)	\$1,300/year
Preschool (4/5)	\$165/month (Aug-May)	\$1,650/year
Grades K-8	\$588/month (Aug-May)	\$5,880/year

Note: State, community, and parish scholarships are available for students in kindergarten through eighth grades. Please contact the school administration for additional information.

Automatic Withdrawal Payments: St. Ambrose School offers EFT for automatic payment of tuition. If you are not using the EFT program, you will receive a payment book with envelopes. Payment is due to the school by the 15th of each month.

Checks/Cash/Certified Checks: We only accept cash or certified funds from anyone who has issued more than 2 NSF (non-sufficient funds) checks to St. Ambrose within a one-year period.

VISITORS

Parents are welcome and encouraged to visit our building. Advanced planning will help make your visit more productive and pleasant. For the safety of the students, all school doors will be locked during school hours. To access the school, please enter through the front school door furthest to the right and push the button on the interior door. The cameras are monitored in the secretary and principal's offices (see security). All visitors should sign-in at the office. This

procedure will ensure that the rights and privileges of all are protected when visitors enter the school.

WELLNESS POLICY

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

Appendices

A	School Dress Code	25
B	Archdiocesan Policy on Administration of Medication & Medical Care	27
C	Chromebook Agreement	29
D	Archdiocese of Indianapolis Student Health and Safety Plan	31
E	St. Ambrose Return to School COVID-19 Plan	33

Appendix A

St. Ambrose School Dress Code 2022-23

Jumpers, Skirts, Skorts:

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

Pants, Capri Pants, Shorts:

1. Khaki or navy must be worn.
2. Material should be cotton, corduroy, or a synthetic blend. No denim.
3. Must be worn with a black, navy, or brown belt (grades 3-8), if pants/shorts have belt loops.
4. Shorts may not be worn between November 1 and March 31.
5. Shorts must be longer than your longest finger while holding your arms and hands at your side.
6. No cargo pants or pants with side pockets on the leg. (Only hip/side and back pockets on shorts and pants.)
7. No leggings or other form-fitting bottoms may be worn as pants.
8. Must have a hem (no frayed or tied at bottoms).

Shirts, Sweaters, or Sweatshirts:

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

Jackets/Coats:

1. Only the St. Ambrose uniform fleece jackets may be worn inside during school hours.
2. St. Ambrose uniform fleece jackets should be worn unzipped during school hours.
3. St. Ambrose uniform fleece jackets may not be worn when students are involved with Mass and during p.e.
4. Students must wear a coat/jacket (other than St. Ambrose fleece jacket) to recess when the temperature is 40 degrees or below.

Socks, Tights, or Leggings:

1. Must be worn at all times.
2. If socks are visible, they must be solid white, navy, or black.
3. Solid white or navy tights or leggings must be worn under uniform skirts or jumpers from November 1 through March 31.

Shoes or Boots:

1. Shoes must have a full back.
2. Sandals are not permitted except for special occasions as approved by the principal (i.e. May Crowning).
3. No Crocs or similar design.
4. Snow boots may be worn to school during the winter months, but must be removed during class.
5. Tennis shoes must be worn to p.e. (Fridays first semester/Thursdays and Fridays second semester).

Hair and Jewelry:

1. Hair should be neat, combed, clean and of a natural hair color.
2. Simple jewelry may be worn.

Physical Education:

1. All students must wear tennis shoes for p.e. These may be kept at school, worn on p.e. days, or brought on p.e. days.
2. Sixth through eighth grades will change for p.e. Shorts must meet length requirements and no tank tops, torn, cut-off, or sleeveless shirts may be worn. If leggings or bike shorts are worn, tops must be longer than your longest finger while holding your arms and hands at your side.

Out of Uniform Days:

1. No inappropriate logos or words on any apparel.
2. No sleeveless shirts.
3. Skirts and shorts must be longer than fingers with hands at sides.
4. Tops worn with leggings/jeggings, must be longer than fingers with hands at side.
5. Policy on "Shoes or Boots" and "Hair and Jewelry" still apply.

School Spirit Wear Days:

1. Any St. Ambrose shirt should be worn.
2. Skirts and shorts must be longer than fingers with hands at sides.
3. Tops worn with leggings/jeggings, must be longer than fingers with hands at side.
4. A school uniform must be worn if student is not wearing a St. Ambrose shirt.
5. Policy on "Shoes or Boots" and "Hair and Jewelry" still apply.

Appendix B

Archdiocesan Policy on Administration of Medicine and Medical Care Administrative Rules

1. Administration of Medications:

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

2. Possession and Use of Inhalers

- 2.1 Children and youth who are required to use an inhaler for asthma and other respiratory conditions are required to have written permission to use the inhaler during school hours or during programs.
- 2.2 Inhalers are to be kept in the school office. Unless a "Permission to Carry Inhaler" form is sign by the guardian.

Appendix C

Chromebook Agreement

One Chromebook and charger are being loaned to the Student. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of St. Ambrose Catholic School of Seymour, Indiana, and is herewith lent to the Student for educational purposes only for the academic school year.

Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student losing his/her right to use this computer. The equipment will be returned to the school when requested by St. Ambrose School, or sooner, if the Student withdraws from St. Ambrose School prior to the end of the school year.

The School Property may be used by Student only for non-commercial purposes, in accordance with the St. Ambrose School.

Student may not install or use any software other than software owned or approved by the school and made available to Student in accordance with this Computer Loan Agreement.

One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The Student agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook and on any school-owned computer.

The St. Ambrose School network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification and inventory labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing, contact school staff for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.

A Google Apps for Education account is available for each Student to use for appropriate academic communication with other students and staff members.

Indiana statute allows the school to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The maximum cost of the Chromebook is \$400. The Student acknowledges and agrees that his/her use of the School Property is a privilege and that by Student's agreement to the terms hereof, Student acknowledges his/her responsibility to protect and safeguard the School Property and to return the same in good condition and repair upon request by St. Ambrose Catholic School.

Parent Responsibilities:

Your son/daughter has been issued a Chromebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to repair the Chromebook.
- I will report to the school any problems with the Chromebook.
- I will make sure that my child recharges the Chromebook battery regularly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without his/her computer, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from St. Ambrose School.
- I will be responsible for paying a maximum of \$400 for any damage to, loss of, or failure to return my child's Chromebook.

Student Responsibilities:

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of St. Ambrose School.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and will stay in my possession at all times.
- I will not modify any software on the Chromebook.
- I will honor my family's values when using the Chromebook.
- I will not release personal information to anyone when using the Chromebook.
- I will not use the Chromebook for anything other than a teacher-directed or approved activity.
- I will bring the Chromebook to school every day.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean my Chromebook using only the cleaner provided by St. Ambrose.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from St. Ambrose School.
- I understand that there will be school consequences for misuse of the Chromebook.

Appendix D



CATHOLIC SCHOOLS
ARCHDIOCESE of INDIANAPOLIS

ARCHDIOCESE OF INDIANAPOLIS

STUDENT HEALTH AND SAFETY PLAN

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that "excellence" is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

The best way in which Catholic schools can practice these beliefs is by operating Catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible. Therefore, as early as July 1, 2021, Catholic school ministry and its extra-curricular activities will resume with new health and safety precautions in place, unless there is a resurgence of the pandemic and/or canonical and/or civil authorities require(s) closure.

The Catholic school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan is (attached/included).

1. I understand that the School will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as Covid-19. I accept that no matter the precautions taken by the School there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.
2. I will provide my student the necessary equipment, resources, and supports needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.

3. I understand that parish and school leaders, united in the mission of the Catholic Church, work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries.

Each parent/guardian of _____ hereby acknowledges
(Print Student Name)
that he/she has read, understands, and agrees to the criteria for participation in Catholic school ministry and its extra-curricular activities as stated in this Student Health and Safety Plan.

Parent/Guardian Name (print) _____

Signature _____

Parent/Guardian Name (print) _____

Signature _____

Date of Signatures _____

Please return this signed form to the school office no later than (DATE).

Agreements

Family Last Name _____

Student Names _____

As parent or guardian of the above students, I agree that my child(ren) will be governed by the terms, conditions, rules, and guidelines of St. Ambrose Catholic School. I understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. St. Ambrose School retains the right to amend the handbook and/or guidelines at any time and parents will be given prompt notification if changes are made.

Parent-Student Handbook

I have read the information in the St. Ambrose Parent-Student Handbook and by my signature below, I acknowledge, understand, accept and agree to comply with guidelines set forth.

Parent Signature _____ Date _____

Student Photographs

I permit St. Ambrose Catholic School to use my child(ren)'s photograph for purposes related to the school. I understand the photographs may be distributed by various means of media, including the internet. I understand that St. Ambrose will use the photographs in accordance with standards of good judgement. I release St. Ambrose from all liability related to dissemination of my child(ren)'s photograph.

Parent Signature _____ Date _____

Chromebook

I have read and understand the St. Ambrose School Chromebook Agreement and by signing below, I acknowledge, understand, accept and agree to comply with guidelines set forth.

Parent Signature: _____ Date: _____

Student #1 Signature: _____ Date: _____

Student #2 Signature: _____ Date: _____

Student #3 Signature: _____ Date: _____

Archdiocese of Indianapolis Student Health and Safety Plan

I acknowledge that I have read, understand and agree to the criteria for participation in Catholic school ministry and its extra-curricular activities as stated in the Student Health and Safety Plan (Appendix D).

Parent/Guardian Name (print)_____

Signature_____ Date_____

Parent/Guardian Name (print)_____

Signature_____ Date_____

Note: Agreements are subject to necessary revisions as needed.