



SAINT AMBROSE  
CATHOLIC SCHOOL

# 2019-2020 HANDBOOK

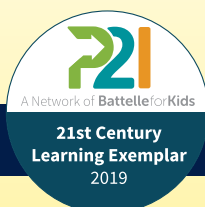
SAINT AMBROSE SCHOOL



*What's my I.D.? I am a child of God!*

I praise you, because I am wonderfully made;  
wonderful are your works!

- PSALMS 139:14



## Saint Ambrose School Students REACH with Habits of Mind

In an effort to enhance school culture and aligning with our school STEAM designation as an identified best practice, Saint Ambrose School is proud to utilize Habits of Mind. A “Habit of Mind” means having a disposition toward behaving intelligently when confronted with problems in our day to day lives. When people experience choices, are confused by dilemmas, or come face to face with uncertainties--our most effective actions require drawing forth certain patterns of intellectual behavior.

### THESE BEHAVIORS ARE ROOTED IN TWO FUNDAMENTAL IDEAS:

**Growth Mindset:** Reflects the belief that a person’s most basic abilities can be developed through dedication and hard work.

**Habits of Mind:** The dispositions that are skillfully and mindfully employed by characteristically successful people when confronted with problems the solutions to which are not immediately apparent.

Adapted from Costa, A and Kallick, B (2000) Habits of Mind: A Developmental Series.

### AT SAINT AMBROSE SCHOOL WE ARE...

**R- Resilient** - Stick to it! Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.

**E- Empowered** - Take your time! Thinking before acting; remaining calm, thoughtful and deliberative.

**A- Accurate** - Check it again! Always doing your best. Setting high standards. Checking and finding ways to improve constantly.

**C- Creative** - Try a different way! Generating new and novel ideas, fluency, originality.

**H- Harmonious** - Work together & understand others! Being able to work in and learn from others in reciprocal situations. Devoting mental energy to another person’s thoughts and ideas. Make an effort to perceive another’s point of view and emotions.

### THE CATHOLIC SCHOOL GRADUATE IS:

#### A faith filled disciple of Christ who is:

Called by Baptism and  
nourished by the Eucharist;  
Active in the Sacramental life of the  
church through weekly participation  
in the Eucharist and regular  
participation in Reconciliation;  
Centered in Gospel Values;  
Prayerful.

#### A Christian leader who is:

A decision maker whose conscience  
is formed by the teachings of the  
Catholic Church;  
A witness to the faith;  
A person of integrity; Respectful;  
Committed to justice;  
Collaborative;  
A community leader;  
A steward of the environment;  
Active in parish life.

#### A centered well-rounded person who is:

Self confident; Self-disciplined;  
Open to growth; Responsible;  
An active productive citizen.

#### A loving person who is:

Compassionate; Kind; Forgiving;  
Appreciative of diversity; Welcoming;  
A peace-filled mediator; Respectful of  
the talents and abilities of others.

#### A life-long learner who is:

Articulate; Creative; Technologically  
literate; Academically and spiritually  
competent; A critical thinker;  
A problem solver

#### A healthy person who is:

Respectful of life; Practicing good  
health habits; Committed to reaching  
one’s full potential; A good sport.

*The entire staff of Saint Ambrose School is dedicated and committed to assist and cooperate with you in accomplishing the tremendous task of educating your child. We aim to foster each student's moral purpose; their social, emotional, spiritual, intellectual and physical growth; their artistic and cultural sense; their humility and sense of service to others; and their ability to respect others and to be personally accountable.*

*To achieve these aims, the parish, school and home must work collaboratively as one unit. By sending your child to Saint Ambrose School, parents understand the responsibility to accept and support these values. Since we are a Catholic school, we model and teach values that are based on the Gospel of Jesus Christ. We do more than merely teach academics; we teach the Catholic way of life.*



**THIS HANDBOOK REPRESENTS THE POLICIES, PROCEDURES AND REGULATIONS OF SAINT AMBROSE SCHOOL. PLEASE CAREFULLY READ THIS HANDBOOK WITH ALL OF YOUR CHILDREN SINCE FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE STUDENTS AND/OR PARENTS FROM THE RULES, POLICIES AND PROCEDURES. ALL PARENTS AND STUDENTS ARE EXPECTED TO FOLLOW BOTH THE SPIRIT AND THE LETTER OF THE RULES AND REGULATIONS LISTED HEREIN. RETAIN THIS HANDBOOK FOR THE ENTIRE SCHOOL YEAR AND USE IT AS A REFERENCE. CHANGES TO THIS HANDBOOK MAY BE MADE AT ANY TIME AT THE DISCRETION OF THE SCHOOL AND/OR PARISH ADMINISTRATION.**

## **PHILOSOPHY**

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We believe the primary purpose of Saint Ambrose School is to provide parents with the means to assist them in their role as primary faith educators of their children. The Catholic environment at Saint Ambrose School is focusing on educating the whole child – spiritually, emotionally, physically, and intellectually – by fostering an environment infused with lived Gospel values that encourage a creative exchange of experiences and ideas by the entire school community.

## **MISSION STATEMENT**

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Saint Ambrose Parish School is a Catholic community where Jesus Christ is everything for us and our students are challenged to reach their full potential.

# CONTENTS

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## PHILOSOPHY 3

- MISSION STATEMENT 3
- EDUCATIONAL GOALS AND OBJECTIVES 6

## ACCREDITATION 7

## RELIGION EDUCATION 7

- RELIGION INSTRUCTION 7
- LITURGICAL CELEBRATIONS 7
- PRACTICE OF STUDENT SERVICE 7
- SACRAMENT PREPARATION 7

## ACADEMIC CURRICULUM AND PROGRAMS 8

- TECHNOLOGY INFORMATION 8
- GRADING SCALE 9
- REPORT OF STUDENT PROGRESS 10
- PARENT TEACHER CONFERENCES 10
- STANDARDIZED TESTING 10

## ADMISSIONS 11

- ANNUAL READMISSION POLICY 11
- TRANSFER STUDENT POLICY 11
- CHURCH CONTRIBUTION ENVELOPES 12
- TRANSFERS AND WITHDRAWALS 12
- TUITION AND FEES 13
- TUITION PAYMENT OPTIONS (FACTS) 13
- FINANCIAL AID 14
- DELINQUENT TUITION POLICY 14
- GUARDIAN ANGELS PROGRAM FEES 14

## SCHOOL CALENDAR AND SCHEDULE 15

- SCHOOL CALENDAR 15
- DAILY TIME SCHEDULE 15
- ARRIVAL AND DISMISSAL 15
- SCHOOL TRAFFIC PATTERN DIAGRAM 16

## TRANSPORTATION 17

- BUS TRANSPORTATION 17

CHANGE IN TRANSPORTATION  
(AFTERNOON) 17

CHANGE OF TRANSPORTATION:  
AFTER SCHOOL ACTIVITIES 17

## ATTENDANCE POLICIES AND PROCEDURES 18

- PROCEDURES FOR ABSENCES 18
- EXCUSED ABSENCES 18
- VACATIONS 19
- HOMEWORK POLICY 19
- MAKE UP WORK 20
- IRREGULAR ATTENDANCE AND CHRONIC OR  
HABITUAL ABSENCES 20
- TARDY POLICY 20
- EARLY DISMISSAL FOR APPOINTMENTS 20
- HIGH SCHOOL SHADOWING 21

## CODE OF CONDUCT 21

- RESPONSIBILITY OF STUDENTS 22
- SCHOOL DISCIPLINE TEAM 22
- OFF-CAMPUS INCIDENTS 23
- BULLYING 24
- CELL PHONE USAGE 24
- “COLORING CARDS” SYSTEM 25
- BACKPACK POLICY 26
- HOME-SCHOOL COLLABORATION  
REGARDING  
DISCIPLINE 26
- SEARCHES 26

## SAINT AMBROSE APPEARANCE AND UNIFORM POLICY 27

- GENERAL APPEARANCE AND ACCESSORIES  
ALL STUDENTS 27
- GIRLS (GRADES K - 4) 28
- BOYS (GRADES K - 4) 28

HIGH SCHOOL PREP UNIFORM (GRADES 5-8) 29	WEBSITES 47
PHYSICAL EDUCATION UNIFORM 30	TELEPHONE USE 47
OUT OF UNIFORM DAYS 30	LOST AND FOUND 47
DRESS DOWN/DRESS UP DAYS 31	HOT LUNCH PROGRAM 47
APPEARANCE & UNIFORM POLICY VIOLATIONS 32	BIRTHDAY TREATS 47
<b>STUDENT HEALTH 33</b>	MONEY COLLECTION AND SALES 47
HEALTH SERVICES 33	<b>PUPIL SUPPORT SERVICES 48</b>
STUDENT ILLNESS 33	INTERVENTION ASSISTANCE TEAM 48
STUDENT HEALTH SCREENINGS 33	AUXILIARY SERVICES UNIT (MOBILE UNIT) 48
IMMUNIZATIONS 34	<b>EMERGENCY PROCEDURES 49</b>
GUIDELINES FOR DISPENSING MEDICATIONS DURING THE SCHOOL DAY 34	SCHOOL CLOSING/DELAYED SCHOOL DAYS 49
<b>ALLERGY AWARENESS AND SAFETY 35</b>	EMERGENCY DRILLS 49
ALLERGIC REACTION 35	EMERGENCY SCHOOL CLOSING (DURING SCHOOL DAY) 49
STUDENT IDENTIFICATION 35	<b>SAINT AMBROSE SCHOOL ADVISORY BOARD 49</b>
PREVENTION AND IMPLEMENTATION 35, 36	<b>FACULTY AND STAFF 50</b>
RULES AND RESPONSIBILITIES 36,37,38	<b>POLICIES 51</b>
<b>STUDENT SAFETY PROCEDURES 43</b>	ACCEPTABLE USE POLICY 51
LUNCH AND RECESS 43	CELL PHONES & ELECTRONIC DEVICES 51
STUDENT SAFETY 43	INTERNET RULES 51
SCHOOL VISITORS 43	INAPPROPRIATE USE & ACTIVITY 51
PARENT VOLUNTEERS 44	FAMILY CUSTODIAL SITUATIONS 53
APPOINTMENTS WITH SCHOOL PERSONNEL 44	RELATIONSHIP WITH THE SCHOOL POLICY 53
<b>OTHER PROGRAMS AND INFORMATION 45</b>	HARASSMENT POLICY 55
MUSICAL PERFORMING ARTS 45	WEAPONS POLICY 55
STUDENT COUNCIL 46	STUDENT THREATS POLICY 56
LIBRARY 46	OTHER POLICIES 56
STUDENT CLUBS AND ORGANIZATIONS 46	<b>INDEX 57</b>
BROADCAST STUDIO 46	<b>EMAIL LIST 58</b>
LITURGY SCHOOL CHOIR AND CANTORS 46	
FIELD TRIPS AND ASSEMBLIES 46	
PARISH EXTRACURRICULAR ACTIVITIES 46	
TELEPHONE NUMBERS 47	

## EDUCATIONAL GOALS AND OBJECTIVES

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In order to foster the mission of Saint Ambrose School, the faculty, staff; and administration embrace and promote the aims of Catholic education and dedicate our energies and talents to provide the best possible assistance to parents and students in order to:

1. Aid students in making their Catholic commitment by providing religious instruction, liturgical worship, and the reception of the Sacraments.
2. Make students aware of their personal dignity, worth, gifts, talents as well as those of others.
3. Assist students in acquiring the knowledge, skills, habits, and attitudes necessary in making sound judgments based on Catholic principles.
4. Enable students to think independently and be accountable for their decisions and actions by accepting the wisdom of God's Word as interpreted by His Church.

### **In order to foster these beliefs, each parent should:**

1. Attend Mass weekly with your child(ren) and receive the sacraments on a regular basis;
2. Encourage prayer and witness Catholic values on a daily basis;
3. Accept full responsibility of ensuring that their child attends school daily and is on time;
4. Teach your child(ren), by word and example, to respect God, people and property at all times;
5. Be involved in your child(ren)'s education through communication with school, knowing and respecting school rules and regulations, supervising homework and assignments, and conducting private discussions with school personnel if you are in disagreement with school decisions;
6. Know your child(ren)'s friends and companions;
7. Strive to see your child(ren) and his/her abilities as they really are rather than what you want them to be;
8. Make the family a source of inspiration to live the faith that you profess.

### **In order to foster these objectives, each student should:**

1. Respect God, people and property at all times;
2. Report promptly for classes for each day per academic year;
3. Express individuality and find acceptance of others in a cooperative atmosphere while developing a sense of responsibility to self and others;
4. Develop an awareness of Catholic values and work to acquire the self-discipline and self-control to live them;
5. Learn to think independently in order to make sound judgments based on Catholic principles;
6. Foster the development of gifts and talents through responsible choices and diligence;
7. Perceive life as one of personal service to God, Church, family, school and country.

## ACCREDITATION

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Saint Ambrose School received full accreditation from the Ohio Catholic Schools Accrediting Association (OCSAA) in May 2015. Saint Ambrose School meets or exceeds all OCSAA Standards and all State of Ohio Department of Education Standards. In addition, all educators at Saint Ambrose School possess and maintain the appropriate licensure required by the Ohio Department of Education for their teaching assignments, and meet all Catechetical Certification requirements required for teaching religion as set forth by the Diocese of Cleveland and the OCSAA.

## RELIGION EDUCATION

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The primary purpose of Saint Ambrose School is to provide instruction in our Catholic faith with practical application of lived Catholic social principles. Since the primary faith educator of each child is the child's parent, Saint Ambrose School acts as an extension of the Catholic home in supporting the instruction of Catholic values. In addition, we work to nurture the life skills which will enable students to live the teachings of our Catholic Faith.

### RELIGION INSTRUCTION

In addition to daily Morning Prayer, students receive religion instruction for a daily minimum of 30 minutes in grades K through 8. However, Catholic ideas and Gospel values permeate instruction throughout the school day and are not limited to the students' religion class. Religion instruction, including instruction in human sexuality, follows the Diocese of Cleveland Religion Curriculum.

### LITURGICAL CELEBRATIONS

Although Saint Ambrose School families are expected to attend weekly Mass and receive the sacraments regularly, we provide additional liturgical and sacramental worship opportunities for the school community. The monthly school calendar will list the liturgical events for the month. Liturgical, sacramental, and prayer opportunities include All School Masses, Communal Penance Services, Eucharistic Devotions, School Rosary, Stations of the Cross, May Crowning, and seasonal prayer services. Parents and families are welcome to join us in these celebrations.

### PRACTICE OF STUDENT SERVICE

Saint Ambrose School provides students of all grade levels with Catholic service opportunities through our Works of Mercy Program and the Angels Make a Difference Program. Through these opportunities, students are given an opportunity to live the message of Catholic social justice and compassion through various programs.

### SACRAMENTAL PREPARATION

Our second grade religion program focuses on preparing the students for the reception of First Reconciliation and First Eucharist. Sacrament preparation is orchestrated by the Saint Ambrose Parish Religious Education staff with a united preparation of both day school and PSR parents and students. Our parish's sacrament preparation program focuses on assisting parents in preparing their children in the reception of the sacraments. Attendance at evening parent meetings and Saturday workshops is required.

Specific details regarding second grade sacrament preparation will be sent home to parents of second grade students in the early fall. If you have specific questions regarding the program, contact your child's teacher or Mrs. Janet Majka in the Religious Education Office (330-460-7321).

At Saint Ambrose Parish, high school students (grades 9 -12) may prepare for and receive the Sacrament of Confirmation. Information regarding Confirmation Sacrament Preparation will be sent home to eighth grade students during the spring of their eighth grade year. If you have questions regarding the Confirmation program or FIAT (Faith in Action Teens) Youth Group, please contact Ms. Caitlin O'Neill in the Religious Education Office (330-460-7387).

## ACADEMIC CURRICULUM AND PROGRAMS

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### Technology Information

Technology integration into our daily curriculum at Saint Ambrose School is a normal part of the day for all students, kindergarten-eighth grade. Our students have many opportunities to use technology in all of their core content areas within the classroom. Classrooms also have Promethean ActivPanels™.

The kindergarten and first graders utilize tablets in small groups. The second and third graders have Chromebook carts available for their grade level. The fourth and fifth graders (The Bridge) have a 1:1 program utilizing Chromebooks within their classrooms. This is a stepping stone to the sixth, seventh, and eighth grade (High School Prep) technology program.

These students use these devices in their daily instruction to increase their technology skills and deepen and enrich the curriculum.

Students in High School Prep grades have individual usage of Chromebooks. This allows them to complete their academic studies and assignments on and off campus, while also teaching them to be good stewards of technology.

All sixth-eighth grade students are engaged in one to one (1:1) technology as part of our enhanced High School Prep program. Each student in grades six, seven, and eight will have individualized and consistent access to a Chromebook, an ultra-light laptop, to use during their daily instruction. The Chromebook is assigned to them and is taken home with them as would any textbook.

Formal directions and instructions about the Chromebooks takes place in school from our High School Prep staff and the Technology Department. A Chromebook manual and student user agreement will be given to each student. Students will be expected to follow all of the guidelines listed in both.

A one-time \$150.00 security deposit will be required on each device per student/Chromebook for all sixth graders and new seventh and eighth grade students. At the end of the eighth grade year, this will serve as payment for the device and students may keep the Chromebook. This is a gracious benefit bestowed by Father Bob Stec, and the Saint Ambrose School Auction proceeds.





Students who leave prior to eighth grade will not be granted permission to keep the Chromebook. Chromebook depreciation is estimated at \$100.00 per academic year. Students who leave before graduating from eighth grade are able to purchase the device minus the depreciation cost or they may return the device to the Technology Department.

All of our students have access to a distance learning lab. The teachers, along with the Technology Director will plan opportunities for the students to partner with other schools and organizations to bring real-world experiences to the students within the lab making our very global world reachable to all our students. The lab also helps lead Saint Ambrose School and its students to be competitive with the other top ranked schools in our area and the nation for kindergarten to eighth grade students.

### GRADING SCALE

Saint Ambrose School follows the recommended grading scales of the Diocese of Cleveland. The letter grading scale is as follows:

Letter Grade	Numeric Grade	GPA Scale	Advanced Course GPA Scale
A+	(100-98)	4.0	5.0
A	(97-95)	4.0	5.0
A-	(94-93)	3.67	4.67
B+	(92-90)	3.33	4.33
B	(89-87)	3.0	4.0
B-	(86-85)	2.67	3.67
C+	(84-82)	2.33	3.33
C	(81-79)	2.0	3.0
C-	(78-77)	1.67	2.67
D+	(76-75)	1.33	2.33
D	(74-72)	1.0	2.0
D-	(71-70)	0.67	1.67
F	(69 and below)	0.0	0.00

**The O, S, N, U grading scale is as follows:**

O	(100-93)
S+	(92-87)
S	(86-79)
S-	(78-77)
N	(76-70)

### Semester Honors:

Grades 4-8

High Honors 4.0

First Honors 3.67-3.99

Second Honors 3.33-3.66

## REPORT OF STUDENT PROGRESS

In order to provide parent stakeholders with feedback on their child's achievements, Saint Ambrose School provides parents with:

- Web-based Digital Academy grade progress reports
- Regular updates (approximately weekly for core academic subjects),
- Quarterly report cards

The dates of report cards will be included in the Digital Academy school calendar. Parents and students are encouraged to check Digital Academy reports on a regular basis to monitor missing work so that it may be completed in a timely manner. We encourage students to accept responsibility for choices which will have a lasting impact on their academic careers. If you have questions or concerns after reviewing your child's report of progress, contact the teacher to schedule an appointment. Please note that grades earned by students will remain as given except for the case of a clerical error.

## PARENT TEACHER CONFERENCES

Conference days are scheduled once during the school year. Parents are encouraged to attend the first conference with their child to discuss the student's progress during the first quarter. The second scheduled conference may be requested by either the teacher or parents. For both conferences, it is important to be on time and keep to the time limits of the conferences. All conferences will be conducted with respect for all parties involved.

Conferences, either in-person or phone, may be scheduled at any other time during the school year. If you would like to meet with a teacher for a conference please contact the teacher to schedule an appointment. (Please see the section on Student Safety for procedures and policies regarding appointments.)

## STANDARDIZED TESTING

Saint Ambrose School administers three standardized tests annually, plus state/national tests as required.

NWEA MAP: MAP, or the Measure of Academic Progress, is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth in Reading, Language Arts and Math. The assessments are administered in the fall, winter and spring.

The NCEA ACRE is a proficiency test that evaluates students' faith knowledge and the affective domains of beliefs, attitudes, practices, and perceptions.

The results of our standardized testing provide:

1. Parents with information regarding their child's abilities, academic achievement, or faith knowledge;
2. Our teachers with information to assist in the identification of students who may need academic intervention;
3. Our school with group data to ascertain the strengths and opportunities for improvement in our religion and core academic curriculum; and
4. Our school with data on learning development trends to evaluate the impact of our school improvement plan and curricular programs.

## ADMISSIONS

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Saint Ambrose School provides a quality Catholic education infused with Gospel values to children who are baptized Catholic and whose parents are registered, contributing and participating members of Saint Ambrose Parish. If space permits, children whose families are registered, participating, and contributing members of another Catholic parish may be admitted. Admission for all students is determined on an annual basis by the pastor and principal.

### Priority for admissions is as follows:

1. Current Saint Ambrose School families who are (1) registered, participating, and contributing of Saint Ambrose Parish, and (2) current with tuition and fees and in good standing.
2. New Saint Ambrose Parish families who are (1) registered, participating, and contributing members of Saint Ambrose Parish.
3. As space permits, Catholic families who are (1) registered, participating, and contributing members of another Catholic parish as verified annually by their pastor of their home parish.

Once registration is complete for current Saint Ambrose School students and their siblings entering school a notice in the Saint Ambrose Parish bulletin will be printed notifying parishioners that applications for admission may be submitted by Saint Ambrose Parish families who do not currently have children enrolled in the school.

New students may be admitted if: (1) space permits, (2) parents are registered, participating, and contributing members of Saint Ambrose Parish, (3) the student's religious education and sacrament reception is up-to-date and satisfactory, and (4) the student's academic performance and conduct at prior schools was satisfactory. In addition, students in grades K through eight who are transferring from another Catholic school due to relocation to the Brunswick area may be admitted if: (1) space permits, (2) parents can provide evidence that they were registered, participating, and contributing members of their former parish (evidenced by letter from the parents' former pastor), (3) the student's parents register at Saint Ambrose Parish, and (4) the student's academic performance and conduct at prior schools were satisfactory.

### ANNUAL READMISSION POLICY

Readmission for each student to Saint Ambrose School is determined by the pastor and principal on an annual basis and is based on the successful completion of the prior academic year.

During late winter, current families will receive the appropriate forms for Preferred Registration, which must be completed and returned to the school office by the published deadline in order to re-register for the following school year. Once Preferred Registration is complete, Saint Ambrose School may admit new students and families for available spaces.

A student's registration is considered complete once the Registration Fee is paid, and the Tuition Agreement along with all other required forms are fully completed, and required records are received. Registration requirements must be met by the stated schedule of each year or the student's name will be removed from the school roster for the following school year. Homeroom assignments for the academic year will be made for those students whose registration fee is paid in full and whose tuition is current based on the Annual Tuition Agreement terms.

The Pastor, in collaboration with the Principal, has the right to determine the admissions criteria and who will be admitted or readmitted into Saint Ambrose School. However, no child or family will be refused admission due to race, national origin, color, or gender.

### TRANSFER STUDENT POLICY

All transfer admissions are subject to approval of the Principal and based on criteria that include acceptable school records in academic, psychological, attendance and conduct matters. Transfer admissions are also based on space availability. The Saint Ambrose School administration holds the right to require specific assessments for entrance into its academic program. All transfer students are accepted on probationary status for the first interim period or longer if necessary to assess whether or not the school program will best support the student's learning and development.

## **CHURCH CONTRIBUTION ENVELOPES**

Saint Ambrose School makes a tremendous effort to instill a deep love for Christ in the hearts of our students. We believe and teach our students that everything we have and do is a gift from a very loving God. We come together as a parish community and as a school community for Mass to give thanks to God for the blessings we receive. Coming to the Table of the Lord is both our obligation to the Lord and an opportunity to receive the strength and peace of the Lord in our lives.

We need your support in developing faithful practices of prayer and worship with your child(ren). Please consider it a privilege and responsibility to see to it that your child attends Sunday Mass weekly with you. Children learn by modeling. Please teach your child from an early age to deepen their faith by the faithful practice of prayer and weekly Mass attendance. We also ask each family and our students to practice good stewardship by supporting our parish and the work of the Lord. Each student is given a weekly contribution envelope for this purpose. Encourage your child to use the envelopes as a sign of Catholic responsibility. Wise stewardship calls all of us to share our first portion generously with the Lord.

Since Saint Ambrose Parish believes in Catholic education and as an important ministry of our parish, we fund a significant portion of the actual cost of educating our students. As a parish we expect that all families of Saint Ambrose School attend Mass weekly and contribute financially using ACH (automated giving). Our parish asks each family in our parish to consider an hour of wages per week as a stewardship gift to the Lord. Minimally the School Advisory Board and Parish Finance Council have required each school family to contribute \$600 per year to receive tuition with parish support. We also expect, and will engage in practices to monitor weekly Mass participation of our students.

## **TRANSFERS AND WITHDRAWALS**

If your family changes residence within the parish boundaries, please notify the school office in writing of your new address and phone number. If you are transferring to another school, a parent or guardian must complete a Permission to Release Records form in order for the student's records to be sent to the new school. A copy of the student's records will be sent to the new school after (1) the school office receives the signed and completed Permission to Release Records form from the parents/guardian and (2) all tuition and fees have been paid-to-date. If a child leaves during the course of a quarter, the grades issued will be based on assigned work during the student's attendance.

## TUITION AND FEES

Tuition and registration fees for the 2019-2020 academic year for registered, attending and contributing Saint Ambrose Parish families is as follows:

	<b>PARISH FAMILY TUITION**</b>	<b>OUT-OF-PARISH TUITION</b>
One Student Grades K - 8	\$3,050	\$4,025
Two Students Grades K - 8	\$5,500	\$7,365
Three Students Grades K - 8	\$7,325	\$11,085
Four Students in Grades K - 8	\$9,150	\$14,805
Five or More Students in Grades K-8	\$9,150	\$14,805

Registration fee (non-refundable): \$100 per student; technology fee (non-refundable): \$100 per student; student service fee (non-refundable): \$100 per student; and a capital improvement fee (non-refundable): \$50 per student, not to exceed \$150 annually. All tuition and fees for the prior year must be paid in full before the registration fee and tuition agreement for the following year will be accepted. The non-refundable registration fee must be paid by the stated schedule of each year.

## TUITION PAYMENT OPTIONS (FACTS/ACH)

For the 2019-2020 school year, families will continue to have the same payment options available to them as in prior years with FACTS/ Parish ACH managing the payment plan.

1. Three payments to FACTS/Parish ACH by electronic transfer of funds from checking or savings with 1/2 of tuition due in July, 1/4 of tuition due in October, and 1/4 of tuition due in February. You can elect to pay tuition on the 5th or the 20th of the month. There will be an annual FACTS enrollment fee of \$48 per family for this option. Parish ACH has no enrollment fee.
2. Ten monthly payments to FACTS/ Parish ACH by electronic transfer of funds from checking or savings beginning in July. You can elect to pay tuition on the 1st or the 20th of the month. There will be an annual FACTS enrollment fee of \$48 per family for this option. Parish ACH has no enrollment fee.
3. MasterCard or Visa credit cards will be accepted to pay FACTS payment plans ONLY. In addition to the annual enrollment fee of \$48, there will be a convenience fee of \$2.50 per \$100 payment (for example, a tuition payment of \$400 per month would incur a convenience fee of \$10).
4. Pay tuition for all children in full to the business office by May 30, 2020.

\* To be considered parishioners for the purposes of enrolling in Saint Ambrose School, the family must be registered and active members of Saint Ambrose Parish, contributing time, talents, and treasure (\$600.00) to the best of the family's ability. Final determination regarding parishioner status, for enrollment purposes, will be determined by the pastor and/or principal.

## **FINANCIAL AID**

Applications for financial aid can be obtained confidentially through the school office. All families who request financial aid must complete the Diocese of Cleveland Catholic Schools FACTS forms, supply all the required supporting documentation, and pay a nominal fee prior to financial aid being granted. All financial aid decisions are made by confidentially by members of the parish finance council.

For any family with a genuine financial emergency or hardship, please contact Mrs. Lisa Cinadr or Father Bob Stec to seek emergency financial aid.

## **DELINQUENT TUITION POLICY**

In order to provide quality Catholic education to our students at an affordable cost and ensure the financial stability of our school, the timely receipt of tuition is of the utmost importance. For this reason, the following policy, adopted by the School Advisory Finance Committee, will be adhered to for the management of delinquent tuition.

The following policy will also be adhered to for the 2019-2020 school year. Families with delinquent tuition accounts may be subject to the following:

1. Late fees;
2. Suspension of access to Digital Academy;
3. Withholding of progress reports and report card(s);
4. Withholding of transcript(s);
5. Dismissal of the student(s) from the school;
6. Room assignments will not be given if your tuition is delinquent.

If a tuition account is not rectified within 30 days, members of the finance council will meet with the parent and seek a resolution. If there is no resolution, a process for withdrawal and transfer from Saint Ambrose School will take place.

## **GUARDIAN ANGELS EXTENDED CARE PROGRAM**

We have before and after school care available at a reasonable cost to working families, beginning at 6:30 a.m. and ending at 6:00 p.m. on all days when school is in session, except for the last day of school. Brochures and enrollment packets are available in the school and parish office. The Code of Student Conduct policy applies to the Guardian Angels program.

REGISTRATION: \$20.00 per child, per year.

Families that use the program on a regular basis are considered contract families and pay a weekly flat fee based on the number of children. The first child is \$85.00/week. Each additional child will pay \$40.00/week. The fee is based on the amount of school days and not the amount of days used.

Families may choose to purchase a 20-hour prepay card for \$100.00. Time is deducted from this in 15-minute increments. Any unused hours will carry over into the next school year. No refunds will be given. Last Minute/Drop In families will pay \$5.00/hr, per child and a \$20.00 registration fee on the second occurrence.

## **LATE FEES**

A fee of \$15 per 15-minute increment per child will be charged if a child is not picked up by 6:00 p.m. NSF/ checks returned by the bank shall result in a fee of \$20 per check and are to be replaced with cash, money order, or a cashier's check. Report cards and academic records will be held for delinquent accounts.

## **OFFICE POLICIES AND PROCEDURES**

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### **REIMBURSEMENT REQUESTS**

All requests for reimbursement must be made within two weeks of the event /activity date. This includes, but is not limited to school fees and PTU sponsored events.

### **OFFICIAL CORRESPONDENCE**

All requests for any correspondence requiring official school letter head or the signature of the administration must be submitted in writing a minimum of ten days in advance of requested need.

# SCHOOL CALENDAR AND SCHEDULE

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## SCHOOL CALENDAR

Saint Ambrose School will be in session for students for at least 178 days during an academic year. The School Calendar for the 2019-2020 school year is available online through the school website.

## DAILY TIME SCHEDULE

On school days, Saint Ambrose School will follow the following schedule:

### MORNING SCHEDULE

School Office Opens 7:00 am  
Supervision begins 7:15 am  
Attendance Bell  
(Students seated in homeroom) 7:25 am  
Morning Prayer 7:25 am  
Morning Recess, Grades K-3 will vary according to classroom schedules

### END OF DAY SCHEDULE

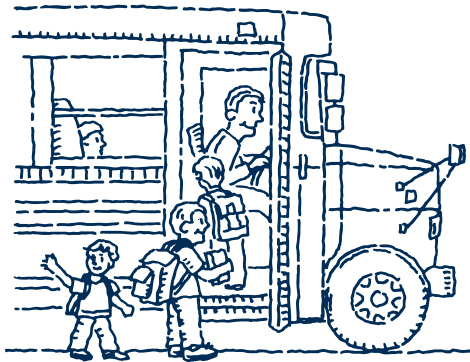
Dismissal for bus riders 2:19 pm  
Dismissal for car riders 2:23 pm  
Dismissal for walkers 2:25 pm  
Dismissal for extracurricular activities 2:30 pm  
(These children are held in the classroom until 2:30 pm)  
School Office Closes 3:15 pm

All students must remain on school property during school hours. Any exception to this policy must come through a written request from the parent or guardian with final approval of the principal.

## ARRIVAL AND DISMISSAL

The safety of all students is everyone's responsibility. Please follow the procedures for arrival and dismissal:

- Please follow the Arrival and Dismissal Diagram when picking up students. (See pg. 16)
- Do not pick-up or drop-off students in the front of the building (Pearl Road lot). The front lot is reserved at arrival and dismissal times for bus transportation. Do not park in the front lot before 8:15 am or after 1:45 pm on school days.
- Students are to be picked up only in the back parking lot (north east lot) during arrival and dismissal times.
- For the safety of our students, no child should be waiting outside the school or parish buildings prior to 7:15 am. Students that arrive before 7:15 will be directed to Guardian Angels and the family will be charged the drop in rate of \$5.00 per child. Additionally, a \$20 registration fee per child. will be charged on the 2nd visit.



### ARRIVAL TIME:

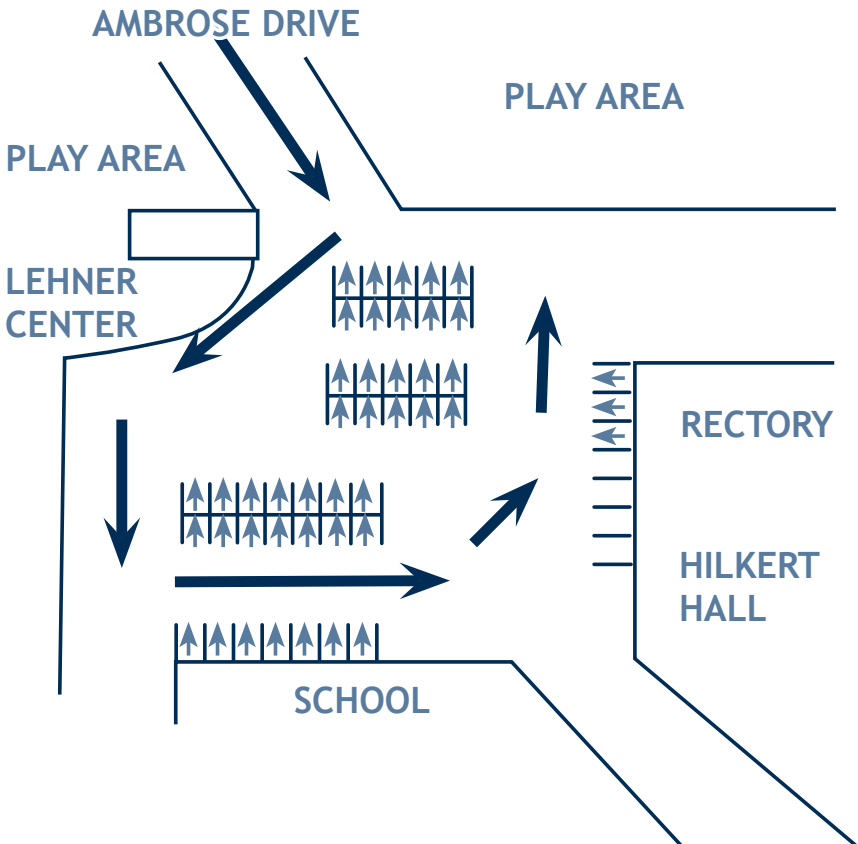
- At arrival time, students are to be dropped-off in the back parking lot (north east lot) ONLY.
- Please form a semi-circle and have the students exit vehicles on the passenger side ONLY.
- Supervision begins at 7:15 am, unless students are going to Guardian Angels.

### DISMISSAL TIME:

- At dismissal time, car riders are to be picked-up in the back parking lot (north east lot) ONLY.
- When parking your vehicle during dismissal time, please back into the parking spaces. Cars are asked to not back-up during dismissal time.
- Since supervision ends by 2:30 pm, all car riders must be picked up by no later than 2:30 pm.
- Walkers are instructed to go directly home from school before going anywhere else in the afternoon.
- No cars may enter the play area (back parking lot) when the students are having recess.
- Students are not permitted to be in the school building outside of school hours and will not be permitted back in the building after dismissal.

## SCHOOL TRAFFIC PATTERN DIAGRAM

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# SCHOOL TRANSPORTATION

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## **BUS TRANSPORTATION**

Bus transportation to and from Saint Ambrose School may be provided by the student's home local school district. Students are assigned specific buses by the local school district and may not be changed without the permission of the local school district's transportation department. Please note that Saint Ambrose School cannot make changes to bus transportation assignments either permanent or temporary. Phone numbers of the local school district's transportation departments are listed below.

Brunswick City Schools 330-273-0227

Buckeye Local Schools 330-722-8257

Medina City Schools 330-636-4360

Please note: If Buckeye Local Schools and/or Medina City Schools are closed due to weather conditions/emergency and Saint Ambrose School is not closed, busing by Buckeye or Medina will not be available for pickup or drop off.

Bus regulations are set by the local school districts. If you have any questions regarding the local district's bus regulations, please contact the district's transportation department. Students are to follow all of the local school district's bus rules, regulations, and procedures as well as follow the Saint Ambrose School Code of Conduct. In the event of a bus rule violation, a bus driver may submit a Bus Report to the principal who will require that a parent sign the Bus Report and return it to the principal by the following school day. In addition to the Bus Report, consequence for a bus report may include, but are not limited to, any disciplinary actions listed in the Saint Ambrose Code of Conduct, or loss of bus privileges.

## **CHANGE IN TRANSPORTATION (AFTERNOON)**

Before each student leaves for school in the morning, the student should know the means of transportation that they are to use at the end of the school day. If an emergency arises during the school day, the parent or guardian must call the school office (330-460-7301) prior to 1:00 pm to notify the school of change in transportation.

Students will be sent home via their assigned afternoon transportation. In order for a student's means of transportation to change in the afternoon (except for emergencies), a parent/guardian must send in a signed written note listing the change of transportation, the name of the adult picking up the child and the cell phone number of the adult picking up the child. Contact the student's home district if the student should not be dropped off.

## **CHANGE OF TRANSPORTATION FOR SCOUTS, CYO SPORTS AND OTHER ACTIVITIES**

In the event of a Saint Ambrose Parish activity such as Scouts or CYO Sports, the parent must send in a signed written note listing the name of the scout leader or coach and his or her cell phone number in order to request release to parish volunteers. Saint Ambrose School personnel will only release students to the adult listed in the written request, and will not be permitted unsupervised on parish grounds. The scout leader or CYO Sports coach must assume responsibility for supervision by no later than 2:30 pm.

We cannot guarantee that a change of transportation notification, other than one in writing, will reach your child's teacher in sufficient time to allow for the change.

## ATTENDANCE POLICIES AND PROCEDURES

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Regular attendance is compulsory according to Ohio State Law (ORC 3321.01 and 3321.03). Parents and students accept full responsibility for regular and timely attendance. Students are expected to report to school on time each day during each academic year. The principal reserves the right to determine if irregular attendance, frequent tardies, and/or chronic or habitual absences indicate the need to retain the student or refuse admittance to Saint Ambrose School for the following school year.

### PROCEDURES FOR ABSENCES

In the event of a student absence, a parent or guardian must call the school office (330-460-7301) by no later than 9:00 am on the day of absence in order to notify the school. Before 7:00 am, parents/guardians may leave a message on the school answering machine. Do not e-mail your child's teacher. When reporting a student absent, please include the following information:

- Date of absence
- The student's full name, grade and homeroom
- Your name and your relationship to the child
- The reason for absence (if the reason is due to illness, please state the illness or symptoms).

In the event that a parent or guardian has not notified the school office on the day of absence by 9 am, school personnel will contact parents first. If the parents cannot be contacted by 9:15 am, the school administration will contact the police in order to report the child as missing.

### EXCUSED ABSENCES

In order for a student's absence to be considered excused, the parent or guardian must:

1. Call the school office by no later than 9 am, AND
2. Send a written excuse including an excused absence reason, signed by the parent or guardian, to the student's homeroom teacher by no later than the date after the absence.

Acceptable reasons for an excused absence include, but are not limited to: illness, medical appointments, death in the family, family emergency, family needs, or other reasons approved by the principal. The final determination of whether an absence is excused is at the discretion of the principal.

Note: If a child is absent from school, he/she is not permitted to participate in any extracurricular activities, including CYO athletic, performances, or other activities.

### VACATIONS

Since prolonged absences interfere with the academic progress of the student, family requests to remove students from school for a prolonged absence due to family vacations is strongly discouraged. If you find it necessary to take a vacation during the school year, please request a vacation form from the school office at least two weeks prior to your vacation.

Assignments missed due to family vacations are the responsibility of the student to complete within the time limits assigned by the teacher and are at the discretion of the teacher. Since assignments flow from classroom instruction, assignments cannot be given prior to the student's absence.

Faculty members have no responsibility and will not provide work for students prior to the scheduled prolonged absence. Therefore, please do not request work ahead of the vacation. In the case of regular class assignments, any assignments given prior to a planned absence must be turned in prior to the vacation. It is the student's responsibility to complete make-up work in a timely manner since reminders will not be given.

## **HOMEWORK/MAKE-UP WORK POLICY**

### **1. Homework**

Homework or home study may be expected, but not necessarily assigned, each day of the week. It is intended to be an extension of the learning process within the school setting, i.e. a reinforcement of concepts learned. It may be a written assignment but can also consist of practice, study, drill, oral and/or silent reading. Reading each day at home is also highly encouraged. In the primary grades, reading at home is expected. Parents are encouraged to monitor and check the student's homework. Parents of children can help establish good homework habits by setting the environment and time when a child is expected to spend time doing homework each evening.

Students in the primary grades are capable of practicing reading, studying for tests and drilling math facts.

Students in The Bridge, Grades 4-5, are capable of developing a sense of responsibility for their own learning by concentrating their efforts on areas of personal weakness, whether or not these are assigned by the teacher.

Students in HSP, Grades 6-8 are expected to spend some time each evening in review of the previous day or in preparation for the day to come. Parents are asked to oversee their children's study time at home. Having a time and place for study is highly recommended. We advise the following "maximum time allotments" for home study each evening:

- K – Grade 3: 15 to 30 minutes
- Grades 4 – 5: 30 to 45 Minutes
- Grades 6 – 8: 45 to 90 Minutes

Timing for individual students will vary based on particular assignments, working environment, student ability and motivation, etc. Homework is coordinated between multiple teachers in Grades 4-8 so as not to exceed the above time allotments. Study time may vary on reviewing scheduled tests.

When "long range projects" are assigned, students are encouraged to budget their time and plan to do a little each day rather than having to spend extensive hours at the last minute completing work. Teachers may help students in this planning process by providing a listing which gives deadlines for various phases of the project.

Should an emergency situation arise at home making it impossible for a student to complete an assignment, parents should notify the teacher(s) in writing or via a phone call.

Assignments that are late, without excuse, will receive less than full credit. Teachers will notify students and parents of a policy for that specific grade level, if any. Parents will be notified if a student has a habit of handing in late assignments.

## **2. Make-Up Work**

Upon a student's return after an absence, the teachers will give the student the assignments to be completed with the due date required. After the second consecutive day of a student's absence the parent may request make-up work to be sent home with a sibling, neighborhood child, or be picked up by an adult between 2:30 and 3:00 p. m. Requests for make-up work will not be honored until the second day of the student's absence.

Parents should bear in mind that although written assignments can be completed and teachers are willing to give assistance as needed, the daily classroom interaction between students and teachers cannot be duplicated. Students, with the assistance of their parents, are responsible for completing work missed during any absence from school. Although due dates for make-up work for excused absences are at the discretion of the teacher, one day per absence is typically allocated for the students to complete and turn-in missed assignments. During unexcused absences, students will not receive credit for completing missed assignments and will receive zeroes for all work missed during an unexcused absence.

## **IRREGULAR ATTENDANCE AND CHRONIC OR HABITUAL ABSENCES**

Chronic absences are defined as: seven or more school days a month, or fifteen or more school days in a school year. Habitual absences are defined as five or more consecutive school days, seven or more school days a month, or twelve or more school days in a school year. Chronic and habitual absences will be investigated by school administration and will be reported to the appropriate legal authorities if warranted. The school administration may require a physician's written excuse after a pattern of repeated absences. The principal reserves the right to determine if chronic or habitual absences indicate the need to retain the student or refuse admittance to Saint Ambrose School for the following school year.

## **TARDY POLICY**

Punctuality is an important aspect of responsibility since tardiness interferes with the student's progress in school. Parents are expected to cultivate the habit of punctuality in their children.

Students may enter the building at 7:15 am, and students who enter their homeroom after the 7:25 am attendance bell are considered tardy. Please note that students who are late due to bus transportation are not marked tardy. For a student's tardy to be marked excused, the parent must provide an acceptable written reason for the tardy.

Chronic and habitual unexcused tardiness is considered contrary to the mission and objectives of our school. If a student repeatedly is tardy, consequences include but not limited to: parent teacher conference, principal parent conference, other disciplinary actions (see Code of Conduct), report to the proper legal authorities, and/or non-readmittance for the next school year.

## **EARLY DISMISSAL FOR APPOINTMENTS**

When appointments are necessary, it is suggested that parents/guardians make appointments close to the end of the day. On the day of the appointment, the parent/guardian must send in a written note into school. The principal must approve all permission for early dismissal.

In order to release a student early, a parent/guardian must come into school to sign out the student. The student will only be released to a parent or legal guardian. No student will be released to another adult nor will a student leave the school grounds during the school day without written permission of a parent/guardian and the approval of the principal.

## HIGH SCHOOL SHADOWING (GRADE 8 STUDENTS)

Students in Grade 8 may choose to shadow at a high school to assist in the decision making process. In order for the absence to be recorded as excused, the following requirements must be met:

1. Students may shadow at high schools from mid-September onward.
2. Students may shadow as many high schools as needed. One high school may be the public high school the student would attend, if the school permits shadowing.
3. Students may not shadow on dates scheduled for class service projects or other significant school dates.
4. The student's parent/guardian must submit a Shadowing Request Form seven school days prior to the scheduled shadowing date. (Obtainable at Saint Ambrose School office)
5. The student's parent/guardian must make arrangements with the individual high school following the high school's dates of availability and their policies and procedures. In addition, parents/guardians must provide transportation to and from the high school.
6. The student must follow the high school's rules, regulations, policies and procedures, in addition to the Saint Ambrose Code of Conduct, when shadowing.
7. On the school day following the shadowing date, the student must provide the homeroom teacher with written documentation from the high school stating that the student was in attendance on the shadowing date.
8. All classroom and homework assignments must be made up by the due dates as assigned by the student's teachers. Students are responsible for any/all materials missed for a shadow day.

## CODE OF STUDENT CONDUCT

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The Code of Student Conduct is the school's policy that creates a safe learning environment to ensure academic success and an atmosphere of Catholic values. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community.

To assist students, parents, teachers and administrators in maintaining a safe and supportive environment, The Code of Student Conduct will:

- Emphasize the values of Saint Ambrose School.
- Describe the rights and responsibilities of all students and parents.
- Describe the responsibilities of the teachers and administrators.
- Identify prevention strategies.
- Identify classifications of incidents and describe corrective strategies for minor behavioral incidents and disciplinary consequences involving suspension or expulsion for severe incidents.
- Set standard procedures for administering disciplinary action.

Saint Ambrose School wants to help each student and every child understand that they are made special and unique by God. That each member of the school community has been blessed with gifts and talents and skills that make them extraordinary. We want our school community to be a place where every child is challenged and supported in being their best selves. The goal of the code is to foster that culture of respect, compassion, acceptance and dignity of each person as a special child of God. The rules and approach to discipline are important to make sure that this culture of mutual respect and compassion is a day lived experience at Saint Ambrose School.

Students, parents, and teachers are urged to read the Code of Student Conduct and become familiar with its content. Thank you in advance for your support and cooperation and we are looking forward to a successful 2019-2020 school year.

**For Saint Ambrose School to be a safe, Catholic environment, everyone has a responsibility. Every student, parent, teacher, staff member and administrator has a role.**

**The following are defined responsibilities of each:**

## **RESPONSIBILITY OF STUDENTS**

- Attend school and all classes daily as scheduled
- Follow the Student Code of Conduct
- Be accepting of individual difference between students
- Use respectful language and actions
- Do not be a bystander when bullying or harassment occur. Report any of this behavior to a teacher or administrator immediately
- Respect the rights of other students, staff, school property and the property of others.

## **SAINT AMBROSE SCHOOL DISCIPLINE TEAM**

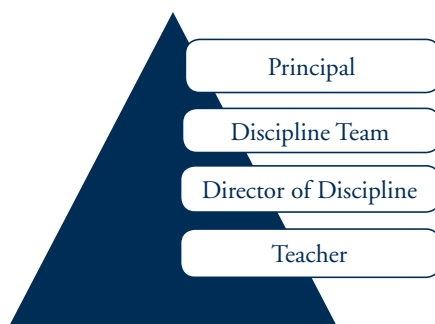
In order to maintain fair and consistent discipline across the grade levels, Saint Ambrose School will utilize a Discipline Team. The team will consist of: Christopher Dziedzicki, Assistant Principal; Angelo Gasparro, Director of Discipline, Ryan Bagley, Campus Ministry.

The Discipline Team will be utilized based on the frequency and/or severity of student behavior. While the teacher will always use best practices and interventions to steer negative behaviors towards positive behaviors, the Discipline team will intervene to ensure that all students are given an equal opportunity to correct their behavior.

In the event that a parent and child wish to discuss the decision of the Discipline team, they will have the opportunity to meet with the Principal, who will be apprised of all actions of the team.

As part of the learning process, students may make choices inconsistent with the community values of Saint Ambrose School. Inappropriate behavior is seen as an opportunity for growth. As part of this process, the following actions may be taken depending on the nature of the behavior choice:

- Apology: Written or Verbal
- Daily Check in with Dean of Discipline
- Conference with Parents
- Detention (after school or lunch)
- Mentoring
- Privilege Loss
- Violation Slip (Three may result in further disciplinary action.)
- Reflective Assignment (for minor incidents)
- Teaching of Student Expectations
- Written Contract
- Community Service
- Schedule/Homeroom Change
- Suspension (in school and out of school)
- Expulsion



\*\*\* These are a sampling of possible corrective actions. Other actions may be implemented at the discretion of the administration.

Discipline incidents will be classified as Tier 1, Tier 2 and Tier 3. When deciding what disciplinary action should be taken, the teacher, Director of Discipline, Assistant Principal, Discipline team and Principal (as necessary) will consider the student's age, previous conduct, and severity of the incident.

Tier 1 incidents are incidents that have been previously addressed by the teacher and warrant a discipline referral to the Director of Discipline and/or Discipline Team:

- Attendance Incidents
- Cheating
- Minor Computer/Technology Misuse
- Inappropriate School Bus Behavior
- Repeated Dress Code Violations
- Failure to Comply with School Rules
- Classroom Disruption
- Cell Phone Violation (Please see specific policy)
- Disobedience

Tier 2 incidents are more serious than Tier 1 because they significantly interfere with learning and/or well-being of other students and members of the school community:

- Bus Disruption that is a distraction to the driver
- Profane/Obscene Language
- Repetitive Disobedience
- Abuse of School Property/Vandalism
- Petty Theft

Tier 3 incidents significantly interfere with others' safety and learning, damage property, and are of a threatening or harmful nature, and warrant immediate administrative interventions:

- Fighting
- Any form of physical and/or verbal aggression
- Possession or use of illegal substances
- False Alarm/911 call
- Possession of or threatening the use of any weapon
- Inappropriate, Lewd, or Obscene Act
- Bullying of any type (Please see specific policy)

### **OFF-CAMPUS INCIDENTS**

As members of the Saint Ambrose School Community, all students are ambassadors of Saint Ambrose School and are to represent our Catholic values and follow our Student Code of Conduct in and out of school. Any incident that occurs off campus (e.g. bullying, social media abuse, inappropriate CYO behavior, etc.), or that is discovered by the Administration will be subject to interventions that have been outlined in the Student Code of Conduct. Parents will be notified immediately and interventions will be implemented.

## **BULLYING**

The act of bullying is defined as unwanted, aggressive behavior that involves a real or perceived power of imbalance. This behavior is repeated or has the potential to be repeated over time. This behavior is contrary to the Catholic values that are promoted and practiced at Saint Ambrose School. Bullying of any type is considered a Tier 3 incident which will be subject to a zero-toleration policy.

### **Bullying can include, but is not limited to, the following:**

Verbal Bullying is saying or writing mean things. This includes:

- Teasing
- Name-calling
- Taunting
- Inappropriate sexual comments
- Threatening to cause harm

Social bullying involves hurting someone's reputation or relationships. This includes:

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting, kicking, pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's possessions
- Making mean or rude hand gestures

## **CELL PHONE USAGE**

Students are permitted to have cellphones on school property. However, the unauthorized use of cellphones between the hours of 7:00 am-2:30 pm on campus is strictly prohibited. If a parent feels that their child should have a cell phone on campus, it is to remain turned off and in the student's locker. If a student is discovered to have the cellphone on their person or in their book bag or using the phone on campus, the phone will be confiscated immediately and given to the Director of Discipline. A parent must come to the school to retrieve the phone in this circumstance.



## **GRADES K-2 BEHAVIOR MANAGEMENT**

In order to promote consistency and comprehension of the Student Code of Conduct amongst students in Grades K-2, the primary classrooms will utilize proactive positive behavior systems. This allows for individualized behavior management while always focusing on the positive formation of each student.

## **BACKPACK POLICY**

Students in Grades 6-8 may carry backpacks with them in accordance to the guidelines outlined below.

### **Guidelines for Backpacks:**

1. Students may carry a backpack during the school day to aid in transport of materials from class to class.
2. When a student arrives to class, he/she should remove all required materials for that class period. Student will place backpack under his/her seat or as close to desk as possible, ensuring aisle ways are not obstructed. Student should not access backpack during instructional time without permission from teacher.
3. Backpacks may be used to carry school related materials, only. If any materials prohibited by the Saint Ambrose School Handbook are found in backpacks, disciplinary action will result as per Saint Ambrose School Policy.
4. For safety reasons, no items should protrude from the inside of backpack. No chains, charms, keys etc.. should hang from exterior of backpack.
5. As per Saint Ambrose School policy, students must respect the personal property of others. Failure to comply with school policies or above guidelines may result in disciplinary action and/or forfeiture of backpack privileges.

## **HOME-SCHOOL COLLABORATION REGARDING DISCIPLINE**

As part of the Saint Ambrose School community – including all students, parents, faculty, staff, volunteers, and administration – acknowledge and accept the values and policies of the school and parish that are intended for the good of the entire school community.

Fair and consistent expectations of acceptable behavior in students provide the environment in which to develop a sense of conscience and of appropriate behavior expectations. Keeping this in mind, students may make mistakes, including mistakes in behavior choices, as part of their learning process. For many parents, it may be shocking and unsettling that their child, who may typically make appropriate behavior choices, has made a behavior choice that violates the school's – and hopefully, home's – rules and code of conduct.

As a school community, it is expected that parents work cooperatively and collaboratively as cohesive team with the educational staff of the school in order to foster the moral development of the students. However, there may be instances in which parents may need additional information regarding a behavior or discipline event or may disagree, in whole or in part, with the disciplinary action taken. If you disagree with a decision, please model self-control by not openly venting your frustration and anger in the presence of the student. In such cases, we encourage you to calmly, respectfully, and privately contact the educator issuing the disciplinary action so that active dialogue can take place.

## SEARCHES

All property of the school, including but not limited to, students, students' desks and lockers, and files on computers or network storage areas, as well as their contents, may be searched and inspected at any time without notice. School personnel have an unrestricted right to search the above, as well as any containers, book bags, back packs, purses or any articles of clothing.

*Because it is impossible to foresee all problems that arise, the administration is authorized to take disciplinary action for any behavior that violates the spirit, mission, and philosophy of Saint Ambrose School even though the act is not specified under the code of conduct and discipline policies and procedures.*

## APPEARANCE AND UNIFORM POLICY

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Our school uniform encourages students to focus on self-expression through the development of an individual's skills and talents not on self-expression through material goods. Neatness, cleanliness, and appropriateness in dress and appearance are conducive to a Catholic academic atmosphere and will be expected of all Saint Ambrose students at all times. Parents are the primary teachers of their children and are expected to teach their children the importance of personal hygiene and good grooming. Please check your child before he/she leaves for school, as adhering to the dress code is the responsibility of the parents and is a reflection of home training. Repeated non-compliance of dress code offenses could result in the student being asked to leave the school to find an environment better suited to his/her needs or philosophy.

While dressed in the Saint Ambrose School uniform at school and in public places, all students' conduct, actions, and language will be consistent with the Catholic philosophy and values of Saint Ambrose School and the Saint Ambrose School Code of Conduct.

### APPEARANCE & UNIFORM POLICY: ALL STUDENTS

**Shirts/Blouses:** Blouses and/or knit shirts are to be worn and must be tucked in at all times.

**Sweaters:** Authorized navy uniform sweaters with uniform shirt/blouse worn underneath. Sweaters cannot have a hood.

**Sweatshirts:** Red or navy Saint Ambrose School monogrammed sweatshirts may be worn with the uniform shirt/blouse worn underneath. Hoodies are not permitted to be worn in the classroom. Students may wear hoodies during cold months as jackets; however, they must be removed in school and in church.

**Fleece Jackets:** Approved Spirit Wear navy monogrammed zip up fleece jacket is also an option for K-5th grade students. Approved Spirit Wear black monogrammed zip up fleece jacket is also an option for 6-8th grade students.

**Skirts/Jumpers/Shorts:** Schoolbelles approved plaid jumper or skirt must be knee length as well as shorts. Some type of playground shorts must be worn under the jumper or skirt.

**Belts:** A plain brown, black or navy belt must be worn with all slacks and shorts for all students in Grade 2-8.

**Outerwear:** All students will wear outerwear appropriate for the weather.

**Hats and Caps:** Hats, caps or other head dressings may not be worn in school without prior consent from the principal.

**Hair:** Unusual hairstyles, bleaching, dyeing of hair, excessively braided, beaded or heavy use of styling products are not permitted. Fad or extreme styles are not permitted. Hair must be conservative, neat and out of students' eyes. Boys' hair length must be shorter than the collar and shaped around the ears. Boys will be clean-shaven without sideburns. Girls' hair accessories must be simple, tasteful, and complement the school uniform.

**Make-up:** With the exception of Eighth Grade girls, students are not permitted to wear make-up of any kind. This includes nail polish, artificial nails, body glitter, body piercing, and tattoos (real or fake). Eighth Grade girls may wear light make-up as described in the Girls 4 – 8 section.

### **GIRLS (GRADES K-3)**

**Shirts:** White blouse (either peter pan or oxford style); red knit shirt; red turtleneck may be worn from November 1 – March 31. Shirts must be tucked in. No layering.

**Jumpers:** Navy/red plaid v-neck or shift style jumper from Schoolbelles.

**Slacks:** Navy dress slacks. No corduroys.

**Shorts:** Navy walking shorts. Knee length. (April 1-Oct. 31)

**Belts:** Plain brown, black or navy belt must be worn with slacks and shorts in Grades 2-3.

**Shoes:** Solid brown, black or navy dress shoes, such as: oxford tie, loafers, buckle or tan “boat” shoes. Girls may wear black and white saddle shoes. Height of shoe should be no more than 1-1/2 inches high. Top of shoe is to be below anklebone and must have a back to them. Shoes will be clean and in good repair.

**Socks:** Solid color red, black, navy or white dress socks or tights. Socks must be ankle-length or higher. No sports socks with emblems or “no show” socks.

**Sweaters/Sweatshirts:** Red or navy SAS monogrammed sweatshirts or a navy uniform sweater is permitted over the uniform. Approved Spirit Wear navy monogrammed zip up fleece jacket is also an option.

**Jewelry & Make-up:** Girls may wear one watch without games and/or alarms. They may also wear one religious necklace that is tucked in at all times and one pair of stud-style earrings. All other types of jewelry are not permitted. Make-up is not permitted.

### **BOYS (K-3)**

**Shirts:** Red knit shirt or dri-fit shirt; (red turtleneck may be worn November 1 – March 31). Shirts must be tucked in. No layering. Boys may wear plain white short-sleeved undershirts under their uniform knit shirt.

**Slacks:** Navy dress slacks. No corduroys.

**Shorts:** Navy walking shorts. Knee length. (April 1-Oct. 31)

**Belts:** Plain brown, black or navy belt must be worn with slacks and shorts in Grades 2-3.

**Shoes:** Solid brown, black or navy dress shoes, such as: oxford tie, loafers or buckle, or tan “boat” shoes. Top of shoe is to be below anklebone and must have a back to them. Shoes will be clean and in good repair.

**Socks:** Solid color red, black, navy or white dress socks. Socks must be ankle-length or higher. No sports socks with emblems or “no show” socks.

## GRADES 4-8 UNIFORM: YOUNG LADIES

**Shirts:** Navy knit, dri-fit or navy SAS monogrammed shirt. Shirts must be tucked in. No layering.

**Note:** Grade 8 Special Uniform Policy: Young ladies in Grade 8 have the option of wearing any of the following solid color polos – white, navy, red.

**Skirts/Skortts:** Plaid skirt of any style (purchased from Schoolbelles only). Skirts must be worn at the knee and may not be rolled.

**Slacks:** Khaki dress slacks are to be worn.

**Shorts:** Khaki walking shorts. Knee length. (April 1-Oct. 31)

**Belts:** Plain brown, black or navy belt must be worn with slacks and shorts.

**Shoes:** Solid brown, black or navy dress shoes, such as: oxford tie, loafers or buckle or tan “boat” shoes. Height of shoe should be no more than 1-1/2 inches high. Top of shoe is to be below anklebone and must have a back to them. Shoes will be clean and in good repair.

**Socks:** Solid color navy, black, or white dress socks. Socks must be ankle-length or higher. No sports socks with emblems or “no-show” socks.

**Sweaters/Sweatshirts:** Navy or red SAS monogrammed sweatshirt or a navy sweater is permitted over the uniform. Approved Spirit Wear black monogrammed zip up fleece jacket is also an option.

**Jewelry:** Girls may wear one watch without games and/or alarms. They may also wear one religious necklace that is tucked in at all times and one pair of stud-style earrings. All other types of jewelry are not permitted.

**Note:** 8th grade ladies have the privilege of wearing light make-up. This includes only foundation, cover-up, mascara and clear lip gloss. Young ladies are not permitted to wear eye shadow, eye liner, lipstick, colored gloss, or blush. Violators of this privilege will immediately wash off the make-up and permanently lose this privilege.

## GRADES 4-8 UNIFORM: YOUNG GENTLEMEN

**Shirts:** Navy knit or dri-fit navy SAS monogrammed shirt. Shirts must be tucked in. Boys may wear plain white short-sleeved undershirts under their uniform knit shirt. No emblems other than SAS-approved.

**Note:** Grade 8 Special Uniform Policy: Gentlemen in Grade 8 have the option of wearing any of the following solid color polos – white, navy, red. They may wear a white dress shirt and tie with uniform slacks.

**Slacks:** Khaki front pleated, plain front or relaxed fit twill dress slacks.

**Shorts:** Khaki walking shorts. Knee length. (April 1-Oct. 31)

**Belts:** Plain brown, black or navy belt must be worn with slacks and shorts.

**Shoes:** Solid brown, black or navy dress shoes, such as: oxford tie, loafers or buckle or tan “boat” shoes. Top of shoe is to be below anklebone and must have a back to them. Shoes will be clean and in good repair.

**Socks:** Solid color navy, black, or white dress socks. Socks must be ankle-length or higher. No sports socks with emblems or “no-show” socks.

**Sweaters/Sweatshirts:** Navy or red SAS monogrammed sweatshirt or a navy sweater is permitted over the uniform. Approved Spirit Wear black monogrammed zip up fleece jacket is also an option.

## PHYSICAL EDUCATION UNIFORM

### ALL STUDENTS

**Shirts:** Saint Ambrose School Spirit shirt, Saint Ambrose School athletic t-shirt, or a plain red t-shirt.

**Shorts:** Plain navy or red knit, fleece, or mesh without logos or stripes.

**Slacks:** Plain navy or red knit or fleece without logos or stripes.

**Shoes:** Athletic

**Notes:** CYO issued uniforms are not permitted to be worn. Students will not be given credit for class if out of gym uniform.

### GRADES K-5

On gym days, all students are to wear their gym uniform to school for the entire school day. From November 1 until March 31, students must wear the required slacks and may wear a uniform sweatshirt as needed.

### GRADES 6-8

On gym days, all students are to wear their school uniform to school and bring their gym uniform to change for gym class. Time is given for students to change.

### OUT-OF-UNIFORM DAYS

The principal reserves the right to declare an “out-of-uniform” day for all or part of the school and to determine what may or may not be worn on such day. Notification (either oral or written) will be given at least one day in advance.

On out-of-uniform days and at school functions, students’ attire will reflect the general guidelines and spirit of the Saint Ambrose School dress code such that common sense, modesty and decency will be followed. If a student is dressed in a manner not consistent with the guidelines of the out-of-uniform day, disciplinary consequences may include those listed in the uniform policy violations below PLUS the student may lose the privilege of participating in all out-of-uniform days for the remainder of the school year as determined by the principal.

On the days of Scout meetings, students may wear their Scout uniforms to school. On the day of Saint Ambrose School CYO sports games (or on the Friday before a weekend game), Saint Ambrose School athletes may wear their Saint Ambrose School game uniform shirt over their regular uniform.

## DRESS-DOWN DAYS

Dress-down attire is defined as the following: T-shirts, jeans, athletic slacks, Bermuda (knee-length) shorts, or capris when in season, socks and tennis shoes. Socks on dress down days may be low-cut athletic socks that are free of logos.

Examples of inappropriate dress are: clothes that are too short, too tight or too baggy. Backless tops, tank tops, halter tops, tops that do not cover midriff or any clothing displaying inappropriate words or pictures. Yoga pants or leggings are not permitted (see note below). Tennis/gym shoes may be worn. Boots are permitted.

On Dress-Down days, students may wear one wristband with a positive or religious message. No other types of bands/bracelets are permitted. Violations will be addressed according the Uniform and Appearance Policy.

## DRESS-UP DAYS

Girls may wear dresses, skirts, blouses, sweaters, dress shoes, dress slacks. Make-up and jewelry guidelines apply. **NO DRESS JEANS PERMITTED.** Boots are permitted.

**\*\*Note:** Leggings or tights are permitted only with uniform length skirts or dresses

Boys may wear slacks, collared shirts, ties, sweaters, dress shoes, socks appropriate for school. No shorts or jeans are permitted. Jewelry guidelines apply.

## APPEARANCE AND UNIFORM POLICY VIOLATIONS

It is the responsibility of each student, as well as his/her parents, to cooperate and conform to the spirit and letter of the Saint Ambrose School Dress Code. If a student is dressed in a manner not consistent with the Saint Ambrose School Dress Code, disciplinary consequences for dress code violations will be a violation slip. After three, the student will receive an automatic detention.

If for some emergency reason a student is out of uniform, the parent should write and send a note to school before (not after) disciplinary consequences for dress code violations are enacted. Only one day's grace will be given. After one day, disciplinary measures will be taken.

The administration makes the final decision as to what is appropriate or inappropriate, as well as disciplinary action to be taken. The administration reserves the right to rule on all questions relating to the areas of dress and grooming not covered by the code until such time as this code may be amended or revised.

*Everything.*

## STUDENT HEALTH

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### HEALTH SERVICES

The Saint Ambrose School Clinic is staffed by a nurse whenever school is in session. Saint Ambrose School's Health Services are staffed by Medina County Health Department school nurses and are funded by the State of Ohio Auxiliary Services Funding, the availability of a school nurse is determined by the Health Department and limited by State funding.

### STUDENT ILLNESS

If a student becomes ill during the school day, the student's parents or the emergency contact person will be called. It is important that the student be picked up as soon as possible. The parent/guardian or authorized emergency contact person must report to the school office to sign-out the student.

Parents are to report all communicable diseases (including but not limited to streptococcal infection, chicken pox, influenza) to the school office and clinic. In the case of communicable diseases and contagious diseases, consult with your child's physician when it is permissible for the child to return to school. Should your child develop streptococcal infection (strep), the student should remain at home for a minimum of 48 hours after treatment has begun and free of all symptoms. Please ask your child's physician for a written statement on return to school.

Students who are ill should not be in school. If they are not well enough to participate in outdoor recess or regular class activities, they should remain at home until they are well enough to do so. In the case of accident or illness, it is extremely important that the school has each student's emergency contacts are current and accurate. In addition, it is important that you keep your child's medical history up-to-date.

### STUDENT HEALTH SCREENINGS

Saint Ambrose School Health Clinic School Nurse may conduct the following screenings as outlined below. If a student does not pass any health screening, the school nurse will notify the parents so that the parents can have the student examined by a physician.

- Hearing Screenings are typically given upon referral of the classroom teacher and/or parent with principal approval.
- Vision Screenings are given routinely to students in all grades.
- Scoliosis Screenings are routinely conducted on students in Grades 6, 7, and 8. Scoliosis is a sideways curvature of the spine in the neck and/or lumbar area. Since scoliosis in a young spine can typically be corrected without surgery, it is very important to detect scoliosis before the spine is finished growing.
- Pediculosis (Head Lice) Screenings will be conducted as needed to prevent the outbreak of pediculosis.

\*\*\* Any child who has been identified as having lice and/or nits will be sent home. A child will be permitted back in school after it has been determined by our school health professionals that he/she is free of lice and/or nits.



## IMMUNIZATIONS

Record of each student's immunization dates is kept on the school health record. The school nurse will notify parents when a child is lacking any immunizations required for school attendance by Ohio State Law. Since students are required by Ohio Law to have all necessary immunizations, students who are not adequately immunized will be excluded from school. If your child receives any immunizations from a health care provider, please send this information to the school nurse so that the immunization is recorded on the student's health record.

## GUIDELINES FOR DISPENSING MEDICATIONS DURING THE SCHOOL DAY

Parents or guardians are responsible for administering medication to their children during all hours of the day. The administration of any medication, including prescription and over-the-counter (over-the-counter medications include but are not limited to aspirin, Tylenol, Bufferin, cough syrup, cough drops, ointments, etc.), by school personnel without the written order of the student's physician and the written permission of the parent or guardian could be interpreted as practicing medicine and is prohibited by law.

Therefore, students are not permitted to carry with them or take medication of any type during the school day. Since most medications (including antibiotics) can be arranged around the school schedule, discuss this with your child's physician at the time he or she is prescribing the medication.

In the case of chronic medical conditions (including but not limited to allergies, asthma, diabetes, ADHD, ADD, OCD, GAD), it is the duty of the parents to inform the school nurse who should explore with the parents the possibility of varying the time so that it is not necessary to give medication during school hours. If this cannot be arranged, the following requirements must be met:

A. Written Authorization Both a Physician's Authorization and a Parent or Guardian Authorization is required for each and every medication. Forms are available in the school office or the school clinic. Please note that a new written authorization is required for each medication and/or if there is any change in medication.

B. Physician's Authorization including the following information:

1. Student's full name and date of birth
2. Name and dose of medication
3. Time of school day medication is to be administered
4. Duration of medication (beginning and ending)
5. Possible reaction that should be reported to physician
6. Special instructions (i.e. storage and sterile technique requirements)
7. Physician's name, address, phone number and date of request
8. Physician's signature

C. Parent/Guardian Authorization The required form must be completed fully. Parents agree to notify the school in writing if they change physicians.

D. Labeling of Medication Label by Pharmacist/Physician with:

1. Student's name
2. Medication Name
3. Dosage
4. Frequency and route of administration
5. Date dispensed

E. The parent or guardian is responsible for ensuring that the medication and the signed permission forms arrive safely to the school office. Do not send form or medication into school with the student. In addition, it is the parent or guardian's responsibility to pick-up all medication at the end of the school year.

F. New request forms must be submitted each school year and as necessary for changes in each medication order.

## **ALLERGY AWARENESS AND SAFETY**

### **I. Allergic Reaction**

### **II. Student Identification**

### **III. Prevention and Implementation**

#### **A. Avoidance of Allergens**

#### **B. Student Self-Management**

#### **C. Environmental Management**

### **IV. Rules and Responsibilities**

#### **A. School Responsibilities B. School Nurse Responsibilities**

#### **C. Teacher Responsibilities**

#### **D. Gym and Recess**

#### **E. Field Trips**

#### **F. Cafeteria/Food Service Responsibility**

#### **G. Family Responsibilities**

## **ALLERGY AWARENESS AND SAFETY**

\*\*\*The following guidelines and responsibilities were developed with assistance from Brunswick City Schools, medical professionals and parent volunteers\*\*\*

### **I. Allergic Reaction**

Anaphylaxis is a rare but preventable and treatable event. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. The most dangerous bodily effects are drop in blood pressure and difficulty breathing, which can be fatal. An anaphylactic reaction can be immediate and deadly. In a matter of minutes a child can lose consciousness and their life. Hesitation in an anaphylactic situation can mean the difference between life and death.

Successful school anaphylaxis plans are built on respect for others, sound medical information and realistic expectations of what the school community can do to help safeguard students at risk for anaphylaxis.

### **II. Student Identification**

Identifying students with severe allergies is the first step in the process of developing a plan. Students can be identified through registration, health history forms, emergency medical forms, and communication with families. Identification is imperative to implement proper planning and allow school staff to be educated, trained and prepared for the student. This should occur as close as possible to the first day of school.

### **III. Prevention and Implementation**

#### **A. Avoidance of Allergens**

The most important aspect of the management of students with life-threatening allergies is avoidance. Saint Ambrose School puts safety first and continuously strives to create an allergy-safe environment.

No guarantee can be given that there will be zero risk. School buildings cannot be “allergen free”.

## **B. Student Self-Management**

Students must be encouraged to be responsible for managing their condition and when they reach a certain age, avoid allergens as much as possible. In some circumstances, there may be a need for a students to carry their own epinephrine auto-injector and asthma inhalers (if relevant and appropriate paperwork completed by physician and parent). Otherwise, “EpiPens” will be stored in the office of the school nurse.

## **C. Environmental Management**

Information about anaphylaxis and strategies that reduce the risk of exposure to triggers of anaphylaxis within the school environment will be shared with the entire school community.

Reactions to some foods, such as nuts, can produce a more severe response than other food items. Even a minimum amount of these foods can be life-threatening if ingested. Peanut allergies are one of the most common food allergies and the leading cause of food induced anaphylaxis.

The following guidelines will provide a safer learning environment for students with severe allergies:

1. Implementation of effective sanitation measures. Proper washing of tabletops, toys, etc. to remove contaminated foods.
2. Promote safe practice among students. No swapping or sharing of food or utensils.
3. Encourage “No Eating” rule during daily travel on school buses.
4. Establish proper food handling techniques in order to avoid contamination with the allergen. (Lunch Room, etc.)
5. Alert parents in advance of school celebrations that involve food. **ALL FOODS BROUGHT INTO SCHOOL MUST BE IN A WRAPPER THAT LISTS THE INGREDIENTS.**
6. Alert all school parents in the same classroom with the child with allergies.
7. Well-trained staff (that will promptly recognize the signs of anaphylaxis and respond swiftly) should supervise the cafeteria and playground.
8. Have a picture of the student in a location where staff can identify the child, if parent/guardian consents to such.
9. Keep life-saving epinephrine in a location where staff can easily access and administer medication.
10. Place posters describing signs and symptoms of anaphylactic reaction as well as emergency procedures in relevant school areas.

## **IV. Rules and Responsibilities**

### **A. School Responsibilities**

- Be knowledgeable about and follow applicable federal laws and any state laws or district policies that apply.
- Work to eliminate/reduce the use of the food allergens in the student’s meals, arts/crafts projects, educational tools and discourage food as classroom incentive.
- Ensure that students with allergies are not excluded from school activities based solely on their allergies.
-

- Notify parents of celebrations or any school activities off school property (i.e., field trips) that the student with allergies will be attending.
- Ensure that there is an adequate number of staff members designated and trained to and administer emergency medications, possibly including the epinephrine auto-injector.
- Ensure that a trained staff member accompanies the student on any school activities that are off school property.
- Keep emergency medications in a secure location that is easily accessible to designated school personnel.
- Designate a peanut/tree nut-free table in school cafeterias.

### **B. School Nurse Responsibilities**

- Provide education to school staff and students regarding allergies. This should include risk reduction strategies, use of an EpiPen, recognition of the signs and symptoms of a severe allergic reaction and how to respond to an emergency. Train staff in the dynamics of student's allergy, recognition of symptoms and appropriate reactions.
- Provide educational information to staff, students or community when requested.
- Reinforce self-management of students in dealing with allergies.
- Provide list of students with allergies to principals as soon as available, so principal can coordinate meeting with staff, family.
- Provide allergy education in the classroom with parental involvement; include education about peer pressure.

### **C. Teacher Responsibilities**

- Be knowledgeable about the child's allergies.
- Understands the allergy and can recognize symptoms of a reaction.
- Know what to do in an emergency. .
- Notifies classroom parents that a student in the classroom has a severe food allergy.
- No sharing of food allowed.
- Communicate with parent to ensure classroom activities are safe for students with allergies.
- Communicate with parent to ensure classroom supplies like paints and science kits are allergen free.
- Encourage hand washing with soapy water before and after lunch (good hygiene for everyone).
- Be prepared for special events (parties) and field trips.
- Inform parent of allergic child in advance of any food that will be used in the classroom.
- Know the location of all emergency information and medication.
- Know how medication is accessed after normal school hours and on special trips.
- Know how to contact emergency services at school or on field trip. **\*\*Greatest risk for a student to have an allergic reaction is when class activity is outside the normal routine\*\***

### **D. Gym and Recess**

- Staff in the gym, playground and other sites used for recess should have a cell phone or other communication device for emergency.
- Teachers and staff members during gym and recess should be aware of the child who has a severe allergy and the steps to respond to an emergency situation.

- Access to life saving epinephrine medication should be available for a quick response and an adult staff member on-site should be trained in its use.
- No food should be allowed on playground equipment.
- School personnel must make sure that they have student’s medications, health care plan and emergency contact numbers with them.
- Students with severe allergies should be chaperoned by school personnel or parent and not a volunteer adult.

### **E. Field Trips**

- School personnel must make sure that they have students’ medications, health care plan and emergency contact numbers with them.
- Students with severe allergies should be chaperoned by school personnel or parent and not a volunteer adult.
- Parents of allergic children should be encouraged and invited to attend as many field trips as possible and should be given priority when a limited number of chaperones are allowed.

### **F. Cafeteria/Food Service Responsibility**

- Know the ingredients of school food items.
- Label peanut and nut products that are produced by food services.
- Provide appropriate food substitutions.
- Ensure that all personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation and serving of food.
- Ensure that the contents of all foods served in school cafeterias and brought in for special events are clearly identified.
- Participate in the school’s anaphylaxis training on how to recognize the symptoms of an anaphylactic attack and on how to respond to life-threatening allergic reactions. Training should also include how to administer medication (e.g., EpiPen).

### **G. Family Responsibilities**

- Notify the school, all teachers, school nurse and school principal of the child’s allergies at enrollment and prior to the start of each school year.
- Provide school staff with updated and complete written medical documentation, instructions, and medication, both periodically and upon request.
- Provide complete and updated emergency contact information.
- Educate the child in the self-management of their allergies, including helping the child to tell a responsible adult when they are having a possible reaction, exposure to an allergen, and be able to question the content of food.
- Notify all extracurricular supervisors and coaches of any school activities of child’s allergies, location of medications and to request copies of the child’s health plan.

## **DIOCESE OF CLEVELAND, OFFICE OF EDUCATION WELLNESS, FOOD AND BEVERAGE POLICY**

### **Rationale**

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community.

A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and well being of not only oneself, but of others. The concept of wellness is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to Care for God's Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns.

### **Statement of Policy**

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. It is the policy that:

- All students in Grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors;
- To the extent practicable, schools will participate in available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic and cultural diversity of the student body in clean, safe and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations as well as, to the maximum extent possible, incorporate the Dietary Guidelines for Americans;
- Schools will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

### **Commitment to Nutrition**

#### **Minimum Requirements**

##### **General**

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch, breakfast and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.

- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive food sales and serving of foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/ or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.
- Ensure water is available to students during mealtimes at no charge. If water fountains are not available in eating or adjacent readily accessible areas, water will be offered via other means such as pitchers, coolers, etc.
- Monitor all food and beverages sold or served to students outside of the federally regulated child nutrition programs (i.e. vending, school stores, fundraising efforts) by school administration to ensure compliance with all local, state and federal statutes and regulations, including Ohio Senate Bill 210 and USDA Smart Snacks in Schools (applicable to schools participating in the NSLP). Nutrient density and portion size will be considered before permitting food and beverages to be sold or served to students. State provided software (if provided and available) or Alliance for a Healthier Generation guidelines and software will be utilized to determine acceptability of items in relation to specific nutrition guidelines.

### **Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulation;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free white milk, fat-free flavored milk and nutritionally-equivalent non-dairy alternatives (when required and to be defined by USDA); and

### **Foods and Beverages Sold Individually**

**(i.e., all foods sold outside of reimbursable schools meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)**

The schools of the Diocese of Cleveland will ensure that student access to foods and beverages meet federal, state and local polices and guidelines. The food and beverages sold and served outside of the school meal program will, at a minimum, meet the Ohio Senate Bill 210 nutrition requirements for evaluating food and beverage items to sell a la carte. Schools participating in the NSLP will also follow the USDA Smart Snacks in Schools standards when they are more restrictive than SB 210. Schools will comply with the most recent guidelines for competitive food sales issued by the Alliance for a Healthier Generation in respect to the sale of a la carte food items.

**A food item sold individually:**

(See the Alliance's School Competitive Food Guidelines and USDA Smart Snack in Schools, Appendix A)

- Will have no more than 150 calories for elementary students, 180 calories for middle school students and 200 calories for high school students;
- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fats with zero trans fat;
- Will have no more than 35% of its weight from added sugars;
- Will contain no more than 230 mg of sodium per serving for snack items (chips, cereals, crackers, French fries, baked goods, etc.), no more than 480 mg of sodium per serving for pastas, meats, and soups.

**A beverage item sold individually:**

(See Senate Bill 210 - Beverage Restrictions and USDA Smart Snacks in Schools Beverage Guidelines in Appendix B.)

- Elementary K-4: Limited to water, milk and 8 ounces or less of 100% fruit juice (or fruit/ water BLEND with no added sweeteners) with no more than 160 calories per 8 ounces. NO OTHER BEVERAGES ALLOWED.
- Elementary 5-8: Same limitations as K-4 except 10 ounces of juice are allowed with no more than 160 calories per 8 ounces.
- High School: Water, milk and up to 12 ounces of juice with no more than 160 calories per 8 ounce. Other beverages are allowed as long as they are 12 ounces or less with no more than 66 calories per 8 ounces (larger size beverages are allowed but are limited to 10 calories per 8 ounce).

**Commitment to Comprehensive Health Education**

Minimum Requirements

- Provide 1 I 2 Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

**Commitment to Physical Activity**

Minimum Requirements

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.



## **Commitment to Healthy School Environment**

### Minimum Requirements

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Schools shall provide at least 10 minutes from the time the student sits down until the end of the period to consume lunch. However, following the National Association of State Boards of Education recommendations, every effort will be made to provide students with 20 minutes after sitting down to eat lunch.
- Schedule meal periods at appropriate times with not less than three hours between breakfast and lunch. Lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.
- Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club I organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

## **Commitment to Implementation**

### Minimum Requirements

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.

## STUDENT SAFETY PROCEDURES

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### LUNCH AND RECESS

1. Obey all directions from the adult in charge at lunch or at recess.
2. Obey and follow all posted lunch and recess rules.
3. Remain seated while eating or drinking.
4. No child may leave the school grounds, school building or playground during the lunch period for any purpose.
5. Play in the assigned section of the playground.
6. Be respectful and courteous at all times.
7. Report any safety issues to the adult in charge.

### STUDENT SAFETY

It is the responsibility of the entire school community to ensure the safety of all students.

- All visitors and volunteers must follow the Visitor Policy and School Appointment Policy during school operations hours.
- All school volunteers must be in compliance with the VIRTUS guidelines set forth by the Diocese of Cleveland which includes VIRTUS training and a criminal background check.
- Parents should have periodic talks about the hazards of talking to strangers.
- Students and parents should immediately report to the principal any strangers who are parked around the school or are cruising the area.
- Parents should follow all procedures for arrival and dismissal.

### STUDENT EMERGENCY MEDICAL FORMS

Student emergency information will be shared with First Responders as needed.

### SCHOOL VISITORS

For the safety of students, faculty and staff, all visitors and volunteers (including parents and former Saint Ambrose School students) who are on the school grounds for any reason must report to the school office during hours of school operation.

The procedures for all school visitors and volunteers are as follows:

1. All visitors must enter the school grounds through the south west doors during school operation hours (7:00 am until 3:15 pm).
2. All visitors must sign-in at the office and must visibly wear a Saint Ambrose Visitor's Badge while on school grounds. If you are not wearing a Visitor's Badge, you will be asked to return to the school office.
3. In addition, a member of the Saint Ambrose School faculty, staff or administration must have notified the school office of each visitor prior to allowing the visitor to enter school grounds.
4. All visitors must sign-out at the school office and return the Visitor's Badge upon leaving the school building.

## PARENT VOLUNTEERS

Parent involvement is welcome at Saint Ambrose School and what a joy and pleasure it is to see parents engaged with their children in our school family. As the year progresses, there will be plenty of opportunity for parents to be a help to our faculty and to enjoy spending time with your child at school functions. There will be some activities that will be open to all parents such as zoo field trips or Kindergarten Thanksgiving Feast. Other functions will have limited volunteers based on need, space or type of activity. You will be notified early in the year of the different activities.

## APPOINTMENTS WITH SCHOOL PERSONNEL

In order to foster collaboration between home and school, communication between school and parents is essential. In order to cultivate communication and understanding, the following lists a few recommendations.

- When in doubt about policies, procedures, or regulations, contact the school office (330-460-7301). The school office staff will either answer your question or direct your question to the most appropriate member of our staff.
- When you have questions regarding classroom procedures, policies, regulations or your child's academic progress, contact the classroom teacher by either: (1) a written note to the classroom teacher, (2) an email to the classroom teacher, or (3) a phone call to the school office who will give the classroom teacher the message to call.
- If you have a question regarding a disciplinary action, contact the issuing teacher via written note, email, or phone message.
- If you need to meet with a teacher, please contact the teacher in order to schedule an appointment for a conference.
- If you have a question or concern regarding school policy or procedures, please contact your child's classroom teacher first. If you still need additional information, contact the school office in order to schedule an appointment with the principal.
- Saint Ambrose School faculty, staff, and administration must not be called at home and their phone numbers will not be released. Please respect their right to their private life.

In order to promote home-school communication while protecting the safety of all students, the following outlines the procedures for appointments with faculty and school administration.

1. If a face-to-face meeting with a member of our staff, faculty, or administration is needed, please request a conference appointment with the professional educator prior to the conference.
2. For scheduled appointments outside of the regular conference times, the parent/guardian must follow all procedures for school visitors. (See section on School Visitors for complete details.)
3. For safety and security reasons, please do not go directly to the teacher's classroom at arrival, dismissal, during lunch, or at any other time.

## OTHER PROGRAMS AND INFORMATION

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### MUSICAL PERFORMING ARTS

Saint Ambrose School's commitment to the development of a fine arts program will be seen throughout the upcoming school year. Students who participate in instrumental music programs tend to improve their academic performance in addition to developing the appreciation and respect for the fine arts. It is our hope at Saint Ambrose School that each student, by the time they graduate, participates in a minimum of one year of instrumental music instruction. One of the first steps in achieving a fine arts program is enhancing and expanding our musical performing arts offerings.

#### Enhancements to our band and instrumental music program include:

- Students in Grades 4 – 8 may begin in the Diocesan Elementary Instrumental Music Program.
- Our Strings and Band Program (including instruction in flute, clarinet, saxophone, trumpet, trombone, and percussion) will be expanded to three bands:
  - 1) Beginning Band (Grade 4)
  - 2) Intermediate Band (Grades 5 & 6)
  - 3) Advanced Band (Grades 7 & 8)

## SAINT AMBROSE SCHOOL



**I.D.**  
**IMAGO DEI**

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**What's my I.D.? I am a child of God!**

## STUDENT COUNCIL

Saint Ambrose School Student Council exists to:

- Promote a Catholic environment,
- Promote leadership, initiative, self-control and Citizenship,
- Increase collaboration and communication among students, staff and parents.

Officers are elected to provide leadership for the Student Council. Homeroom representatives and alternates are elected to provide communication to and from the Council and the homerooms. Student Council Officers, Representatives, and Alternates are expected to model Catholic leadership in their behavior and academics and will be removed from council for Academic Probation, a serious behavior choice, or a pattern of disciplinary problems based on the final decision made by the Student Council Moderator and the principal and/or pastor.

## LIBRARY

Students have regularly scheduled library periods and are encouraged to sign out books. If an overdue book is not returned, appropriate charges will apply. Charges for lost or damaged books will equal the replacement cost of the book. Fees are used for library and media center purchases.

## STUDENT CLUBS AND ORGANIZATIONS

There are a variety of clubs available at all grade levels that students may participate in. Teachers moderate each club/organization with the assistance of parent volunteers. \*Clubs available are Art, Broadcast/Media, Yearbook, Ski, Young Rembrandts, Chess, Drama, Bowling, Technology Club, Coding Club, Book and Dance Team. Please watch your email and/or Family Communication Folder for details in September.

*\*Subject to change.*

## BROADCAST STUDIO

Students in grades four through eight have the opportunity to work on the Broadcast Studio Team, which produces morning prayer and morning announcements for the school, which produces morning prayer and morning announcements for the school.

## LITURGY SCHOOL CHOIR AND CANTORS

Under the guidance of the parish music ministers, students have the opportunity to use their musical talents at school liturgies as part of the School Choir and Cantors.

## FIELD TRIPS AND ASSEMBLIES

Field trips and assemblies are considered a privilege afforded to students. Field trips are taken at the discretion of the teacher. Written parent permission is required for students to participate in an off-campus field trip. Student behavior dictates participation in field trips and/or assemblies with the final decision of student participation made by the supervising teacher and the principal/designee.

**Only original, signed copies of permission slips will be accepted. Facsimile copies will not be accepted.**

**All student tuition and fees must be paid up-to-date in order to participate in field trips.**

## PARISH EXTRACURRICULAR ACTIVITIES

Saint Ambrose Parish sponsors extracurricular activities for both day school and PSR students. Annually, all registered parishioners will receive in the fall a Parish Newsletter that lists organizations – such as CYO Sports, Scouts, Altar Servers – along with the name and phone numbers of the person to contact. In addition, parish extracurricular organizations will send home information about the organizations through school. If you are interested in any of the organizations, have questions, or need additional information, please contact the organization.

## TELEPHONE NUMBERS

School Office 330-460-7301

Report absences by no later than 9:00 am  
the date of absence 330-460-7301

Auxiliary Services Unit

(Speech, LD Teacher, Psych, Title I) 330-460-7328

PSR Office (Sacrament Preparation) 330-460-7302

Tuition (School Office, Mrs. Newrones) 330-460-7353

Parish Office 330-460-7300

Transportation, Brunswick 330-273-0227

Transportation, Buckeye 330-722-8257

Transportation, Medina 330-636-4360

Boosters/CYO - Ryan Harrington, Athletic Director, 413-320-3472

## TELEPHONE USE

Students are limited to telephone calls for emergencies  
or for forgotten lunches. Only emergency messages will be given to students.

## LOST AND FOUND

Students are encouraged to have all items brought to school marked clearly with the student's name. The lost and found box is located near the clinic. Students and parents are encouraged to check as soon as possible after the article has been lost.

All articles unclaimed at the end of each semester will be given to charity.

## WEBSITES

**Saint Ambrose Parish**

[www.StAmbrose.us](http://www.StAmbrose.us)

**Saint Ambrose School**

[www.SaintAmbroseSchool.us](http://www.SaintAmbroseSchool.us)

**VIRTUS**

[www.Virtus.org](http://www.Virtus.org)

**Diocese of Cleveland**

[www.DioceseofCleveland.org](http://www.DioceseofCleveland.org)

## BIRTHDAY TREATS

Parents may send in a treat in order to celebrate a child's birthday. We do encourage a healthy treat. In lieu of a birthday treat, please consider donating a book to the school library. Due to health considerations, please check with the child's teacher prior to sending in any birthday treat. In addition, please send in enough treats for every student. No gum or lollipops should be sent in due to safety considerations; also, **please** respect and follow guidelines a teacher may send home regarding food allergies in the classroom. In order to promote fairness, students may not distribute party invitations at school. In addition, sending in a special gift for one child on a school day is discouraged.

## HOT LUNCH PROGRAM

Saint Ambrose School participates in the Federal Hot Lunch Program administered by the Diocese of Cleveland's Nutrition Services Department. Families may purchase either a hot lunch or milk for their students.

Menus and details for ordering will be sent home through the family communication folder. Families may apply for free or reduced lunch costs by submitting an application to the diocese.

## MONEY COLLECTION AND SALES

Money collections of any type may not be collected without the expressed written permission of the principal.

Selling anything at school or on school grounds must have the principal's approval.

## **PUPIL SUPPORT SERVICES**

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### **INTERVENTION ASSISTANCE TEAM**

Saint Ambrose School has an Intervention Assistance Team who works with classroom teachers in identifying and meeting the educational needs of students whose academic or classroom performance indicates a potential need for additional assistance or intervention. A referral from the student's classroom teacher is required.

### **AUXILIARY SERVICES UNIT**

Students who have been identified by the Intervention Assistance Team in need of intervention or other services, or who have an active Supplemental Educational Goals and Objectives (SEGO) Plan or an active Service Plan and if the staffing resources are available may receive services, with parent permission and principal approval, through the Auxiliary Services Unit. Depending on availability, students may receive services such as: Speech and Language, Intervention Tutor (math or reading), psychological (guidance or testing), or Title I Reading.

### **BRUNSWICK CITY SCHOOLS/CAREER STAFFING SERVICE**

Saint Ambrose School's Auxiliary Services are staffed by Brunswick City Schools Career Staffing Service and the Jon Peterson Scholarship via PSI and Associates. The availability of auxiliary services is determined by the availability of state and federal funding and the staffing assignments made by Brunswick City Schools, Career Staffing Service, and PSI and Associates.

### **JON PETERSON SCHOLARSHIP**

Saint Ambrose School also provides intervention services through the State of Ohio's Jon Peterson Scholarship Program and PSI & Associates for students with qualifying IEPs, making state funds available to support academic services at Saint Ambrose School. The cost for this service is \$55 per hour. More information may be found at [www.SaintAmbroseSchool.us/JonPetersonScholarship](http://www.SaintAmbroseSchool.us/JonPetersonScholarship).

# EMERGENCY PROCEDURES

## SCHOOL CLOSING/DELAYED SCHOOL DAYS

If Brunswick City Schools are closed in the event of inclement weather, Saint Ambrose School will be closed. Typically, Brunswick City Schools will make the decision to close school before 6:30 am. To find out if schools are closed or delayed, watch the following television stations or listen to the following radio stations:

### TELEVISION STATIONS

Brunswick Schools Cable Channel  
NBC (Channel 3)  
ABC (Channel 5)  
FOX (Channel 8)

### RADIO STATIONS

WQMX 94.9 FM  
WLTF 106.5 FM  
WDOK 102.1 FM  
WGAR 1220 AM & 99.5 FM

A one hour delay will mean that all busses will arrive at their assigned stops one hour later than normal, and school buildings will open and the school day will begin one hour later than normal. The school day will end at the normal time.

**Please note:** If Buckeye Local Schools and/or Medina City Schools are closed due to weather conditions/emergency and Saint Ambrose School is not closed, busing by Buckeye or Medina will not be available for pickup or drop off.

In the event of another calamity involving only Saint Ambrose School, the decision to close school will be made by the principal and the pastor. The television and radio stations will be contacted by Saint Ambrose School administration. In addition, the Saint Ambrose School Emergency Phone Calling System may be initiated if time permits. Please make sure your emergency phone numbers are current and up-to-date with the school office. In the event school is closed for more than the allotted 5 days, work will be posted online by 10:00 am each day and will be expected to be completed upon return.

\* If Saint Ambrose School is closed for any reason (snow or other emergency), work for the day(s) will be posted online by 10:00 am. Students will be expected to have work completed upon return to school.

## EMERGENCY DRILLS

Every precaution to ensure the safety of your child is taken during normal school hours. Emergency drills, including but not limited to fire, tornado, and rapid dismissal drills, are intended to promote an orderly evacuation for all children in all locations.

## EMERGENCY SCHOOL CLOSING (DURING SCHOOL DAY)

If an emergency requires the closing of school during the school day, parents will be notified through the Saint Ambrose School emergency phone system.

## SAINT AMBROSE SCHOOL ADVISORY BOARD

The Saint Ambrose School Advisory Board is the consultative body focusing on collaboration, consensus building, and no-fault problem solving.

The School Advisory Board coordinates and facilitates the initiatives of the SAB Committees, and the current SAB Committees under the direction of the board for the upcoming school year. School Advisory Board meets monthly as listed on the School Calendar.

Feel free to contact the SAB by emailing Frank Gati at [fggati1@hotmail.com](mailto:fggati1@hotmail.com).

*Jennifer Buczak*  
*Annie Burrell*  
*Dan Charnigo*  
*Sandie Flowers*

*Frank Gati*  
*Bob Gillingham*  
*Carrie Ruggiero*  
*Scott Scheutzow*



# FACULTY AND STAFF OF SAINT AMBROSE SCHOOL

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Father Robert Stec ..... Pastor  
 Father Bob Lorkowski ..... Parochial Vicar  
 Father Jeremy Merzweiler..... Parochial Vicar

Mrs. Lisa Cinadr ..... Principal  
 Mr. Christopher Dzedzicki ..... Assistant Principal  
 Mr. Angelo Gasparro ..... Director of Discipline & P.E. & Health (K-8)  
 Mrs. Maryellen Newrones..... School Administrative Office Assistant  
 Mrs. Colleen Bremmer ..... Secretary

Mrs. Catherine Mitchell..... Preschool Director, Teacher  
 Mrs. Sherri Petrigac ..... Preschool Teacher  
 Mrs. Melissa Yarmesch ..... Preschool Teacher  
 Mrs. Erica Horman..... Preschool Instructional Aide  
 Mrs. Kris Mick ..... Preschool Instructional Aide  
 Mrs. Becky Nettles ..... Preschool Instructional Aide  
 Mrs. Tina Nuti ..... Preschool Instructional Aide  
 Mrs. Rachael Seidel ..... Preschool Instructional Aide

Mrs. Susan Kautzman ..... Kindergarten, LL 1  
 Mrs. Stacey Gove... ..... Kindergarten, LL 2  
 Ms. Teresa Whitmer ..... Grade 1, Room 101  
 Mrs. Joyce McCarthy-Reed ..... Grade 1, Room 102  
 Mrs. Nicole Shreve ..... Grade 2, Room 103  
 Mrs. Cheryl Kubas ..... Grade 2, Room 108  
 Mrs. Laura Cole..... Grade 3, Room 104  
 Mrs. Abigayle Fitz ..... Grade 3, Room 107  
 Mrs. Kelly Thompson ..... The Bridge, Room 105  
 Mrs. Wendy Parente ..... The Bridge, Room 106  
 Mrs. Rachel Buttitta ..... The Bridge, Room 205  
 Mrs. Missy Stern ..... The Bridge, Room 206

Mr. Ryan Bagley..... HSP, Room 204  
 Mr. Christopher Mullen ..... HSP Director, Room 201  
 Mrs. Allison Noga ..... HSP, Room 203  
 Mr. Samuel LaGuardia ..... HSP, Room 208  
 Ms. Erin Trigg..... HSP, Room 207  
 Mrs. Laurie Hamzik ..... HSP, Room 202

Señora Paulina Velez-Girard ..... K-8 Spanish  
 Mr. Joshua Wortman ..... Music & Band  
 Mrs. Julia Kinley ..... Visual Arts (K-8)  
 Mrs. Amy Morgan ..... Technology Director  
 Mrs. Sheri Niedermeyer ..... STEAM Teacher  
 Mrs. Liane Pagan..... Librarian  
 Ms. Jodi Bauer..... Guardian Angels Coordinator

Mrs. Gayle Exton ..... Instructional Aide  
 Mrs. Marlene Gati ..... Instructional Aide  
 Mrs. Dawn Hill ..... Instructional Aide  
 Mrs. Rebecca Scheutzow ..... Instructional Aide

Mrs. April Kacinari.....	Instructional Aide
Mrs. Dawn Smith.....	Instructional Aide
Mrs. Katie-Rose Anderson .....	Instructional Aide
Mrs. Breanne Logue .....	Institutional Advancement
Mrs. Kelley Marvin.....	Recruitment
Mrs. Michelle Brousek .....	Marketing
Mrs. Jennifer Colbert .....	Institutional Advancement
Mrs. Vickie Senyitko.....	Auxiliary Services Clerk (BCS)
Mrs. Julie Takacs .....	Gifted Enrichment (BCS)
Intervention Specialists .....	(via BCS and Jon Peterson Scholarship Provider)
Speech Therapist .....	(via BCS)
School Psychology .....	(via BCS)
Guidance Counselor .....	(via BCS)
School Nurse .....	(via BCS)

## POLICIES

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### ACCEPTABLE USE POLICY

Saint Ambrose makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Saint Ambrose’s students and setting standards which will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at Saint Ambrose in a manner that is consistent with the teachings and mission of the Catholic Church and the school’s academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student’s access to the computer/network/Internet.

**Inappropriate Use:** Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking,

web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Students must:**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Refrain from accessing the network with personal devices without approval of school administration.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring:** School and network administrators and their authorized employees

periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

## **FAMILY CUSTODIAL SITUATIONS: RELATIONSHIP WITH THE SCHOOL POLICY**

Saint Ambrose School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Saint Ambrose School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, progress reports, discussions with school personnel, and tuition statements.

In families experiencing the separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child.

It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Saint Ambrose School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the documentation detailed below.

In cases of actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, including the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence.

In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of joint custody and/or shared parenting agreements that entitle both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled jointly if both parents wish to be present.

It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and/or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Saint Ambrose School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

### **PROCEDURE TO FILE A HARASSMENT COMPLAINT**

Students or employees who believe they have experienced harassment shall report such matter to the principal, who may appoint an investigator for harassment complaints.

1. A complaint of harassment is to be made to the principal and shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The principal or appointee shall immediately investigate the complaint and shall make written notations of the specific allegation.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. Stress the need for confidentiality.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The principal and/or appointee shall make a prompt determination regarding any disciplinary action.

### **HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a complaint from a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (i.e. what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to investigate promptly all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a harassment complaint, assisted or participated in a harassment investigation, preceding or hearing regarding harassment charge or because they have opposed language or conduct that violates this policy. All complaints are to be taken seriously and shall be investigated.

If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated.

**I praise you, because I am wonderfully made;  
wonderful are your works!**

- PSALMS 139:14

## WEAPONS POLICY

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Saint Ambrose School has adopted a policy that expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous ordinances and instruments, explosive devices or look-a-likes in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, volunteers and other personnel in the school or parish.

This policy includes, but is not limited to any firearm, knife, deadly weapon, explosive or incendiary device, or object used as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas projected projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion.

If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and your area field director before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program.

## SAINT AMBROSE SCHOOL



**I.D.**  
**IMAGO DEI**

**What's my I.D.? I am a child of God!**

## STUDENT THREATS POLICY

Since the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior, this policy will be reviewed periodically or as needed.

A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

B. Whoever hears the threat should report it immediately to the principal.

C. Police may be notified immediately.

D. The student shall be kept in the principal's office under supervision until the police arrive.

E. The parent/guardian of the student who has made the threat shall be notified immediately.

F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

G. The student will be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all the relevant facts, including but not limited to aggressive behaviors, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavior concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stated the basis (factual and risk factors and testing results) upon which he/she determined the student does not pose a danger to self or others. The report shall also address the concerns raised by the principal

to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and or/provided.

H. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

I. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

## OTHER POLICIES

Saint Ambrose School has adopted the following policies that are available for review in the school office during normal school hours of operation:

- Policy on Youth Gangs
- Policy on AIDS
- Policy on Student Pregnancy
- Policy on Drugs



# INDEX

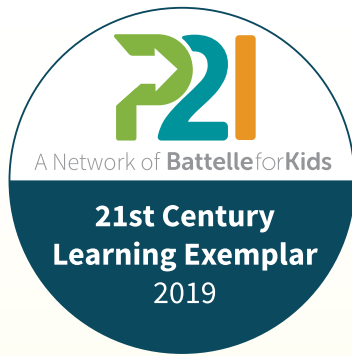
<b>A</b>	<b>F</b>	<b>R</b>
Absences 18	Family Custodial Situations 53	Readmission, Annual 11
Excused 18	Field Trips and Assemblies 46	Religion Education 7
Procedures 18	First Holy Communion 7	Religion Instruction 7
Academic Curriculum and Programs 8	First Reconciliation 7	Report of Student Progress 10
Acceptable Technology Use 51	<b>G</b>	Responsibilities
Admissions 11	Grading Scale 9	School 6
Allergy Awareness and Safety 35	Guidelines for Dispensing Medications During the School Day 34	Student 6
Appointments with School Personnel 44	Guardian Angels Extended Care Fees 14	<b>S</b>
Arrival and Dismissal 15	<b>H</b>	Sacrament Preparation 7
Attendance Policies 18	Harassment Policy 55	Safety Procedures 43
Auxiliary Services Unit (Mobile Unit) 48	Health Services 33	School Calendar 15
<b>B</b>	Hearing Screenings 33	School Closing 49
Birthday Treats 47	Home-School Collaboration Regarding Discipline 26	School Delay 49
Bullying 24	<b>I</b>	School Discipline Team 22
Bus Regulations 17	Immunizations 34	School Traffic Pattern Diagram 16
Bus Transportation 17	Intervention Assistance Team 48	School Visitors 43
<b>C</b>	Irregular Attendance & Chronic or Habitual Absences 20	Scoliosis Screenings 33
Cell Phone Usage 24	<b>L</b>	Scouting 46
Change in Transportation 17	Letter grading scale 9	Snow Days 49
Chronic Illness 20	Library 46	Standardized Testing 10
Church Contribution	Liturgical Celebrations 7	Student Council 46
Envelopes 12	Lost and Found 47	Student Health 33
Code of Conduct 21	Lunch and Recess 43	Student Health Screenings 33
“Coloring Cards” System 25	<b>M</b>	Student Illness 33
Communicable Diseases 33	Make Up Work 19	Student Threats Policy 56
CYO Sports 46	Mission Statement 3	<b>T</b>
<b>D</b>	Money Collection and Sales 47	Tardy Policy 47
Daily Time Schedule 15	<b>O</b>	Telephone Numbers 43
Dress Code 27	OCSAA Accreditation 7	Telephone Use 24
General Appearance 27	Off-Campus Incidents 23	Transfers and Withdrawals 12
Physical Education 30	Other Policies 51	Transportation 17
Out of Uniform Days Violations 30	Out of Uniform Days 30	Tuition and Fees 13
Dress Down Days 31	<b>P</b>	<b>V</b>
<b>E</b>	Parent Teacher Conferences 10	Vacations 19
Early Dismissal for Appointments 20	Parent Volunteers 44	Vision Screenings 33
Emergency Drills 49	Pediculosis (Head Lice)	<b>W</b>
Emergency Procedures 49	Screenings 33	Weapons Policy 51
Emergency School Closing 49	Philosophy 3	Wellness, Food and Beverage Policy 39
Extracurricular Activities 46	Practice of Student Service 7	
	Pupil Support Services 48	

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**SAINT AMBROSE  
CATHOLIC SCHOOL**

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*Everything.*