

**SAINT AMBROSE OF
WOODBURY CATHOLIC
SCHOOL**

**PARENT/STUDENT HANDBOOK
2017/2018**

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MISSION STATEMENT

We at Saint Ambrose of Woodbury Catholic School are dedicated to supporting families in fostering our Catholic faith and moral development while providing the highest quality academic standards so we may influence the world in a Christian manner.

PHILOSOPHY

The Saint Ambrose of Woodbury community recognizes the partnership between parents, students, staff, administration and parishioners in providing for the development of its members as people of faith who worship, learn and grow together. As a community we have a responsibility to support families- as the primary educators of their children- while providing enriching experiences that promote a sense of belonging and responsibility to a community.

WORD & WORSHIP:

As a community we believe in...

- Fostering meaningful participation in liturgical experiences.
- Teaching the traditions, doctrine, morals and values of the Catholic faith.
- Encouraging the regular practice of all forms of prayer-both private and communal.
- Celebrating the sacraments of Eucharist and Reconciliation
- Integrating Christian values across the curriculum.

ACADEMICS:

As a community we believe in...

- Providing a strong foundation in the core subjects of reading, writing, mathematics, science and social studies.
- Developing the creative talents and interests of students in art, music, physical education and foreign language.
- Incorporating the use of technology as a tool for education.
- Developing competence, self-confidence and integrity.
- Challenging each student to realize his/her individual potential.
- Empowering individuals to think constructively, critically, cooperatively and independently.
- Differentiating instruction through varying instructional practices (process), curriculum (content) and assessment (product) to foster the success of ALL learners.

COMMUNITY & SERVICE:

As a community we believe in...

- Providing a safe, structured, welcoming Christian environment.
- Developing a sense of social justice and providing opportunities for service to our local and global communities.
- Promoting respect for one's self and others.
- Broadening our experiences in an increasingly multicultural world.
- Actively involving families in the spiritual, academic and social development of students.
- Providing opportunities for our community members to be Christian role models.

The Mission and Philosophy Statements of Saint Ambrose of Woodbury Catholic School are derived directly from the mission statement of Saint Ambrose of Woodbury Catholic

Community. The school and parish communities are one in their common mission of worship, education and outreach.

SCHOOL HISTORY

Saint Ambrose of Woodbury Catholic School grew out of a grassroots effort on the part of residents of Washington County to provide a Catholic elementary school in their community. For several years community members lobbied the Archdiocese of Saint Paul and Minneapolis to support their efforts to build a Catholic school either attached to a local parish or as a regional effort among multiple parishes. In 1997 staff members at the Catholic Education and Formation Ministries offices hired a firm to conduct a feasibility study around the concept of building a Catholic elementary school in Washington County. The feasibility study was very positive.

At about this same time Archbishop Harry Flynn determined that, based on the tremendous growth in Washington County, a new parish was to be formed and located in Woodbury. Archbishop Flynn appointed Msgr. Richard Pates as the first pastor of Saint Ambrose of Woodbury parish, which celebrated its first Mass on March 17, 1998 at the Holiday Inn in Woodbury. As a response to the efforts to provide a Catholic elementary school in Washington County, it was determined that Saint Ambrose of Woodbury would build a parish school as part of its mission.

Planning for the school began in the spring of 1998. A consultant was hired to work closely with the building committee in designing the new school facility, to establish the mission and philosophy of the school and to meet with members of the community to solicit their feedback.

A School Planning Committee was formed and, under the guidance of the consultant, held community feedback meetings to seek information about what people wanted in a Catholic elementary school. A second feasibility study was commissioned in fall of 1998 to gauge the interest in and solicit feedback from parishioners at Saint Ambrose of Woodbury, Guardian Angels, St. Rita's and St. Thomas about the newly announced Catholic elementary school. It was determined that Saint Ambrose of Woodbury Catholic School would open in the fall of 2000 as a K-7 program and that the 8th grade would be added in the fall of 2001.

With this input the School Planning Committee established sub-committees to write a mission and philosophy statement, establish policies, begin to develop the curriculum, establish a Home and School Committee, plan for registration, select school uniforms and organize athletics.

In July, 1999 Matthew Metz was hired full-time as the principal of Saint Ambrose of Woodbury Catholic School. Preparation for the opening of the school continued as teaching staff were hired, curriculum was set, students were registered and materials were ordered.

On September 5, 2000 Saint Ambrose of Woodbury Catholic School opened its doors to approximately 360 students. Saint Ambrose of Woodbury Catholic School quickly reached its enrollment capacity and additional classroom space was added in 2006.

ACCREDITATION

Saint Ambrose of Woodbury Catholic School successfully completed the accreditation process with the Minnesota Non-public Schools Accrediting Association (MNSAA) during the 2009/2010 school year. Saint Ambrose of Woodbury has been an accredited member of MNSAA since 2003. Copies of our accreditation document are available in the school office for review.

SCHOOL POLICIES & PROCEDURES

PARENTAL ROLES AND RESPONSIBILITIES

Parents/Guardians are informed of the programs, regulations and policies of the school. In assisting your child, we recommend the following:

1. familiarity with information contained in handbooks and other newsletters from the school
2. inform the school in writing of:
 - a. student illness or absence
 - b. parental status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, emergency contact, childcare, etc.
 - e. arrangement that might affect communication with the school
3. meet financial obligation of tuition, fees, lunch accounts or other accounts that apply
4. meet admissions regulations
5. comply with:
 - a. policies and regulations
 - b. goals and objectives of the Catholic schools as identified in this parent/student handbook
6. no student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

ADMISSION

CURRENT STUDENTS

Students currently enrolled at Saint Ambrose of Woodbury Catholic School will have the first opportunity to register for the following school year. Registration will be held during a two-week period in February. Current students who register during this two-week period will be guaranteed a place in their class for the coming year. Registration will be considered official when tuition from the current year is paid in full and a registration fee, to be determined by the school administration, has been paid.

KINDERGARTEN

Parents may begin registration for kindergarten students for the coming year during a one week period commencing with Kindergarten Information Night. Should more applications for admission be presented during this registration period than class spaces available, families will be admitted along the following guidelines:

- 1)_Siblings of students currently enrolled at Saint Ambrose of Woodbury Catholic School will be

given first preference with priority given to members of Saint Ambrose of Woodbury parish.

- 2) Saint Ambrose of Woodbury Catholic Parish children based on the family's date of registration in the parish.
- 3) Applications on a first-come, first-served basis from the neighboring parishes of Guardian Angels, St. Rita's St. Thomas Aquinas and St. Francis of Assisi.
- 4) Applications from the remaining public on a first-come, first-served basis.

NEW STUDENTS

Families interested in joining Saint Ambrose of Woodbury Catholic School for the coming school year may apply as space is available. Applications for new families will be processed using our published waiting list criteria immediately following the close of registration for current families. Available seats will be filled in the following order:

- 1) Siblings of students currently enrolled at Saint Ambrose of Woodbury Catholic School will be given first preference with priority given to members of Saint Ambrose of Woodbury parish.
- 2) Saint Ambrose of Woodbury Catholic Parish children based on the family's date of registration in the parish.
- 3) Applications on a first-come, first-served basis from the neighboring parishes of Guardian Angels, St. Rita's, St. Thomas Aquinas and St. Francis of Assisi.
- 4) Applications from the remaining public on a first-come, first-served basis.

MID-YEAR TRANSFERS

Mid-year transfers are students wishing to enter Saint Ambrose of Woodbury Catholic School after the school year has begun.

- 1) Mid-year transfers will be accepted only when space is available.
- 2) Parents must provide information requested by the principal prior to admission being granted.
- 3) The principal may deny admission to mid-year transfers or admit students on probationary measures determined by the principal.
- 4) Students who voluntarily leave Saint Ambrose of Woodbury Catholic School will not be readmitted during the same school year.
- 5) Students who have been dismissed from Saint Ambrose of Woodbury Catholic School will not be readmitted.
- 6) Eighth grade students will not be admitted mid-year except in the case of a family newly moving to the area.

WAITING LISTS

When a class has filled, families will be placed on a waiting list. Families will be admitted from the waiting list in the following order.

Siblings of students currently enrolled at Saint Ambrose of Woodbury Catholic will be given first preference.

Saint Ambrose of Woodbury Catholic Parish children based on the family's date of registration in the parish.

Applications on a first-come, first-served basis from the neighboring parishes of Guardian Angels, St. Rita's St. Thomas Aquinas and St. Francis of Assisi.

Applications from the remaining public on a first-come, first-served basis.

Families on the waiting list will be required to re-express their interest in Saint Ambrose of Woodbury each spring.

AGE OF ADMISSION

Saint Ambrose maintains traditional entrance criteria for enrollment into elementary school consistent with state guidelines for public schools. Children enrolling in Kindergarten must be five on or before September 1st of the calendar year in which they will be enrolled. Similarly to be eligible for enrollment in 1st grade student must be six on or before September 1st of the calendar year in which they will be enrolled. If a child's birth date falls on a date after September 1st parents/guardians may request consideration for early entrance. In order to be considered for early entrance the following steps must be completed. ****Please note that all costs associated with the early entrance process are the sole responsibility of the parents/legal guardian requesting consideration for early entrance.***

Early Entrance Process:

1. **Placement Request**
Parents/Legal guardian must submit a request in writing to the school principal no later than June 15th of the year of enrollment
2. **Psycho-Educational Assessment**
In order to be considered for early entrance a student must complete a comprehensive assessment. Any and all costs associated with student assessment and placement determination for early entrance will be the sole responsibility of the parents or legal guardian requesting consideration of early or advanced placement. This assessment will provide important information gathered using nationally standardized tests in the areas of Cognition, Adaptive Skills in Social, Communication, Physical Development and Emotional/Behavioral adjustment and Academic Readiness. The assessment and summary report must be completed by a Licensed School Psychologist or Licensed Psychologist with professional experience in early childhood and elementary assessment and placement decisions.
3. **Assessment Summary Review and Determination**
After all assessment summary information has been gathered the school administrator will review information with the educational team which may include the school nurse, psychologist and teacher(s) to make a final determination for placement.

Early Entrance Criteria (Kindergarten)

1. **Early Childhood Screening**
Children being considered for early admission into Kindergarten must first be screened through the district Early Childhood Screening Program. This screening is provided at no cost to the family. A report from this screening will be provided to the principal. Test results from early childhood screening must indicate that the early entrance candidate is in the top ten percent in readiness skills assessed.
2. **Educational Potential**
The prospective early entrance student must score at or above the 90th percentile of Global cognitive functioning on the Wechsler Pre-School Primary Intelligence Scale (WPPSI/IV) or other widely recognized equivalent measure of cognitive ability administered by a qualified psychologist.
3. **Adaptive Skills**

In addition to educational potential related to cognitive skills each candidate for early entrance must demonstrate high levels of performance readiness in the areas of Social Interaction, Communication, Functional Self-Help skills, Gross and Fine-motor development and Emotional/Behavioral stability/maturity as evidenced on standardized measures of adaptive behavior. Adaptive assessment scores at or above the 90% are required for early entrance.

4. Collateral Information

In addition to early childhood screening, cognitive assessment and comprehensive measures of adaptive skills collateral information will be collected using parent report of developmental history, past and/or current teacher summaries and recommendations as well as current observational data provided by the psychologist performing the early entrance assessment. Collateral information must clearly and consistently support the appropriateness of a decision to advance the student ahead of his or her traditional class placement.

Early Entrance Criteria (First Grade)

1. Educational Potential

The prospective early entrance student must score at or above the 90th percentile of global functioning on the Wechsler Intelligence Scale for Children IV/V or other professionally recognized equivalent measures of cognitive ability, administered by a qualified, licensed psychologist.

2. Academic Readiness

The child must demonstrate that he/she is proficient in the introductory skills of math, reading, and written expression as demonstrated by scoring on the WIAT-III or Woodcock Johnson III/IV.

3. Adaptive Skills

In addition to educational potential related to cognitive skills and academic readiness each candidate for early entrance must demonstrate high levels of performance readiness in the areas of Social Interaction, Communication, Functional Self-Help skills, Gross and Fine-motor development and Emotional/Behavioral stability/maturity as evidenced on standardized measures of adaptive behavior. Adaptive assessment scores at or above the 90% are required for early entrance.

4. Collateral Information

Collateral information will be collected using parent report of developmental history, past and/or current teacher summaries and recommendations as well as current observational data provided by the psychologist performing the psycho-educational assessment. In cases where the early entrance candidate has been previously home-schooled, two of the additional sources of information outside of the immediate family may be acceptable. Examples include a coach or a group leader who has had significant experience with the student. Collateral information must clearly and consistently support the appropriateness of a decision to advance the student ahead of his or her traditional class placement.

Final Determination Process

The results of the assessment will be provided to the principal for review. The Principal in collaboration with appropriate school personnel (Psychologist, Nurse, Teachers) will review all information collected during the assessment process and determine the appropriateness of an early entrance placement. Parents will be notified via phone call within 10 days of receipt of the assessment.

AFTER HOURS BUILDING ACCESS

The school building will be open for student/parent access between 8:45 AM and 4:20 PM *on school days* only. The custodians and parish staff are **not** authorized to open the school building or classrooms beyond these hours.

ARRIVAL/DISMISSAL PROCEDURES

There is no supervision outside until 10 minutes before the first bell in the morning. Therefore, students should not arrive earlier than 9:00, 10 minutes before school begins. Students should proceed directly to their classroom beginning at 9:10. School hours are 9:20-3:50.

Entrances/Exits

Students who are driven to Saint Ambrose of Woodbury Catholic School should be dropped off no earlier than 9:00 at the main school entrance off of the north parking lot (Bailey Road lot). Parents may choose to park in our south lot and students may enter and exit through the south church doors. Students are required to exit through the north church doors and re-enter through the school doors. Students who are driven from Saint Ambrose of Woodbury Catholic School will be dismissed through this same door. Parents are asked to follow the published drop-off/pick-up procedure when transporting their children to school. Cars are *never* allowed to use the road behind the school during school hours.

Students arriving by bus will be met by a staff member and allowed to enter the building through a door off of the bus circle. Staff will also supervise bus loading through this same door.

Parking

Parents are asked to park in the north parking lot (Bailey Road lot) during the school day. Parents must check in at the school office when visiting or volunteering.

Dismissal Times

Students will be dismissed from Saint Ambrose of Woodbury Catholic School at 3:50.

Walkers/Bikers

Saint Ambrose of Woodbury School is interested in the safety of all of our students, parents and staff at all times. There is no controlled intersection leading into and out of our parking lots and due to the nature of the County Roads that surround our school, there is no effective method of using safety patrols to assist in traffic control at our parking lot entrances. In addition, the volume of traffic in our parking lot and on the roads surrounding Saint Ambrose creates a potentially hazardous situation for students who are walking or biking. In an effort to keep all of

our children safe, Saint Ambrose of Woodbury Catholic School prohibits students from walking and/or biking to or from school.

ATTENDANCE

It is Saint Ambrose of Woodbury Catholic School policy that it will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences often result in poor school work. When an absence is necessary these steps are to be followed:

1. Parent/Guardian will call the school each morning of a student's absence by 10:30 am.
2. Parent/Guardian will write an excuse giving name, date, days of absence and reason for absence, which the student will present to the office upon return.
3. Student will make immediate plans to do all make-up work due to absence upon return to school.
4. All homework should be requested in the morning before classes begin.
5. If absence is due to work, travel, or some other reason, parent /guardian should notify the school prior to the absence. Work will not be issued ahead of time for students who anticipate being out of school. This will need to be made up upon the student's return.

Truancy is a violation of Minnesota State law. Minnesota truancy law states that any with three unexcused absences is considered a “continuing truant” and the parent will be notified by the school. If a child has seven unexcused absences a child is considered “habitually truant” and a report will be made to Washington County Social Services for action.

Students are considered truant when they skip class or part of a class, or are absent from school all-day or part of a day without permission. Examples of unexcused absences include, but are not limited to: missing the bus, the need for sleep or rest, babysitting.

Children arriving late must report to the school office. Excessive tardiness (more than 3 times per month) will result in parents/guardians being notified and the student may be required to make up the time missed.

CALENDAR

The school calendar is subject to change as the school year progresses. Any changes will be announced as far in advance as possible. The proposed calendar complies with state law. Our flexibility has been limited, since we are unable to obtain bus service on days when District 833 is not in session.

Hours of Session. School hours are set when the busing schedule becomes available from the public school. Saint Ambrose of Woodbury Catholic School will begin at 9:20 a.m. and end at 3:50 p.m.

CELL PHONES

There is no need for students to have cell phones while at school. Therefore student cell phones are not permitted. If a student needs a cell phone for an after school activity the phone must remain in the child’s backpack and turned off. Students using cell phones at school will have them confiscated and returned only when a parent picks it up from the principal. Multiple violations of this policy will result in disciplinary consequences.

CLASS SIZE

Saint Ambrose of Woodbury Catholic School shall maintain a maximum 23 in the full day kindergarten and 25 children in grades one through eight. At the discretion of the principal a class may accommodate a 26th student under special circumstances.

COLD WEATHER PROCEDURES

During the cold winter months, we ask that parents make a special effort to see that their children are dressed appropriately (i.e. hats, mittens, boots, etc.).

The children go outside for recess daily in the lower grades unless the air or wind chill temperature exceeds –10 degrees. During winter months, we sometimes receive requests to keep children inside during recess. Such requests are difficult to honor because classrooms are not under supervision during that time. Generally if a child is well enough to attend school they should be well enough to participate in recess.

We have found that a short period of outdoor activity is extremely important in order to refresh each child. The children then arrive back in their classrooms better prepared to resume their studies.

COMMUNICATION WITH PARENTS/GUARDIANS

The school has established ways of communicating with the parents/ guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

Communication Procedure

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

- A. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- B. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
- C. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the pastor.
- D. If still not satisfied, a written statement may be filed with the Grievance Committee of the School Education Committee, who will decide whether to pursue the concern. Refer to the Grievance Policy on page 12 of this handbook.

Newsletters

Each week the school will publish a newsletter that will be sent home electronically on Fridays. Saint Ambrose will make an effort to send home written communications only on Fridays. In addition, the Home and School Association will send a monthly newsletter to every family. This newsletter has important information about upcoming events.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in the fall and winter. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

Parent/Student Handbook

The Parent/Student Handbook is issued prior to the beginning of each year.

Report Cards

Report Cards/Progress Reports are issued at the end of each trimester. Reports are sent at mid-trimester to parents/guardians of children in grades 6-8.

Voice mail

Every teacher has a voice mailbox they check daily.

E-Mail

Every teacher has e-mail that is checked daily. You can access the e-mail via our web site at <http://www.saintambroseofwoodburyschool.org/>. Teachers will not respond throughout the day to parent emails as they are with the children.

Website

Saint Ambrose of Woodbury School maintains an excellent website, including teacher pages. Information is updated regularly and the website serves as an important communication tool.

CONTACTING THE SCHOOL

The school's office hours are 8:45-4:30. After these hours the voice mail is available for any messages. Someone will contact you as soon as possible.

EIGHTH GRADE GRADUATION

Eighth grade graduation is a culmination of the strong academic program. Students are eligible for graduation if:

1. They have met the standards for two or more trimesters in each subject area and/or have no more than 8 total Unsatisfactory marks for the year.
2. They have worked up to their ability and have shown a desire to learn.
3. Tuition is paid in full.

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony.

At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/Guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parent/guardian in an effort to achieve graduation status.

EXTENDED DAY PROGRAMS

There is a before and after school school-aged child care program open to Saint Ambrose of Woodbury Catholic School students who are in grades K-6. Hours for extended day are 6:30 a.m. to 9:20 a.m. and 3:50 p.m. to 6:00 p.m. on school days. Call the school office for more information. This program is also available during vacation, release days & summers. Information and registration for the summer program will be sent home in the spring.

FIELD TRIPS

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in all field trips. However, field trips are a privilege and not a right. Therefore students may be withheld from a field trip when the principal deems it appropriate

Insurance regulations of the Archdiocese require the use of the parent/ guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. **PHONE CALLS TO OR FROM PARENTS/ GUARDIANS DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.**

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parents/guardians will be notified, and the use of seat belts will be assured. All private vehicles used to transport students must have documented current registration and proof of insurance.

GRIEVANCE POLICY

If a grievance between parents/guardians or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the Committee will make its recommendation to the pastor. The Committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

GUEST SPEAKERS/ASSEMBLIES

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities.

HOMEWORK

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant - teacher, student, and parent/guardian - must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers

1. Communicate to students and parents/guardians homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into Assignment Notebook, understand directions, and know what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of a story before making a judgment.

Make-Up Work

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers in the morning who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day.

HONOR ROLL

The Honor Roll is published each trimester to recognize students in grades 6, 7 and 8 for their academic achievements.

ILLNESS DURING THE SCHOOL DAY

The principal/assistant principal or the school nurse dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/Guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a

relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

LOST AND FOUND

Lost items will be kept near the school office. Encourage the student to check for lost items in the Lost and Found area when something is missing. Periodically parents will be notified that the lost and found is being purged. Useable unclaimed items will be washed and donated to a local charity.

MONEY

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money. Checks are preferred when possible.

NAMES

Students will address teachers by Mr., Mrs., or Miss. First names and nicknames are inappropriate. Teachers will address students by their first name.

NON-CUSTODIAL PARENTS

Saint Ambrose of Woodbury Catholic School abides by the provisions of the Buckley Amendment with respect to non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NON-DISCRIMINATION POLICY

It is the policy of Saint Ambrose of Woodbury Catholic School to comply with State and Federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

PESTICIDES:

In an effort to keep our school free from unwanted rodents and insects, Saint Ambrose of Woodbury School regularly applies pesticides in our facilities and on our school grounds. These pesticides can cause a reaction if students come in contact with them during or shortly after application. These chemicals do not pose a long-term health risk to our students. Information about the chemicals that are used in our pesticide applications is available in the school office and can be viewed by parents upon request.

Some pesticides are included in our lawn treatment which occurs in late-September and in early-May. The entire school facility is treated for rodents and insects on the third Saturday of every month.

Parents have the right to be notified prior to an application of pesticides. In order to be notified, a parent must contact the school principal.

RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum, which reflects Catholic values and tradition, are integral parts of our total education. It is Saint Ambrose of Woodbury Catholic School policy that *all* students, including non-Catholics, attend religious instruction and liturgies. Students participate in religion classes.

Classes at Saint Ambrose of Woodbury Catholic School take turns preparing the liturgy for the school Masses. Masses will typically be held on Fridays at 9:45 a.m., but may occasionally be held at other times. Parents/Guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass on the holy day in lieu of Fridays.

RETENTION

If retention is being considered for a student in grades K-5 parents will be notified as soon as possible- ideally by the midpoint of the second trimester of school. A parent/teacher conference will be arranged to discuss the child's progress. Follow-up conferences will be held after each subsequent marking period to discuss the child's situation. A final recommendation, after reviewing school data, the child's maturity level and potential adjustments at the next grade level, will be made by the school staff in close consultation with the parent/guardian. Parents may initiate the retention process by discussing their concerns with the teacher and principal.

If the school staff recommends a student in grades K-5 be retained and the parents reject that recommendation, the parents will be required to sign a waiver to that effect. If retention is recommended in successive years and the parents again reject the recommendation, the child will not be permitted to advance to the next grade level at Saint Ambrose of Woodbury Catholic School.

Retention will be recommended for students in grades 6-8 who earn more than 8 below standard marks during a school year. However, at this grade level, students will not be allowed to repeat a grade at Saint Ambrose of Woodbury Catholic School. After each marking period the principal will review all junior high report cards and mail letters to all families of students who are "at risk" of academic failure. When a child exceeds 8 unsatisfactory grades in a year, the principal will determine whether the student will remain at Saint Ambrose of Woodbury Catholic for the remainder of the year or transfer to a different program. This determination will be made after consulting with the teachers and parents.

Students in Grades 6-8 who earn two or more grades of unsatisfactory in any given subject area will be required to complete a summer course in that subject area or meet another requirement, established by the principal, before being accepted to the next grade level.

SCHOOL CLOSING (emergency or inclement weather)

In case of emergency or severe weather, please listen to WCCO radio 830 AM or watch WCCO television (channel 4) for school closings. The school will also contact parents using the Honeywell Instant Alert system. No announcement means that school is in session. It is the rule that Saint Ambrose of Woodbury Catholic School is closed if District 833 is closed because of severe weather conditions.

SCHOOL PATROLS

Saint Ambrose of Woodbury Catholic School does not provide safety patrols at the corner of Bailey Road and Woodbury Drive. Students living across Bailey Road are entitled to bus transportation to the school.

School patrols will be provided at the car pick up/drop off location both before and after school. Safety patrols will also assist students in the bus area in the back of the building. For everyone's safety parents and students are expected to follow the instructions of the patrols.

SCHOOL RECORDS

Parents/Guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

1. identifying data
2. academic work completed
3. level of achievement (grades, standardized achievement test scores)
4. attendance data
5. scores on standardized testing
6. health data (separate records kept in health room)
7. family background information
8. teacher or counselor ratings and observation
9. verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

SCHOOL SUPPLIES

Parents/Guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year.

STANDARDIZED TESTING

Students in grades 3-8 will participate in the Measure of Academic Progress (MAP) testing in the fall and spring. Students in grade 2 will participate in this test in the spring. The main purpose for testing is to help with curriculum planning. Parents/Guardians of students tested will be notified of their child's individual test result.

STUDENT RECORDS

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. School records will be sent directly to the new school on request of that school but only after parents/guardians have signed a release slip.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or

appropriate written authorization either from the parents/guardians, in the case of a minor student, or from the adult student or former student.

Parents/Guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized intelligence tests
6. Health data
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns

TARDINESS

Students who arrive after the 9:20 a.m. bell are considered tardy and will be expected to report to the school office for an admission slip to class. Continued tardiness will warrant a notification by the school office to the parents/guardians.

TECHNOLOGY – ACCEPTABLE USE GUIDELINES

Saint Ambrose of Woodbury Catholic School provides network and Internet (hereafter referred to as Network) access to enhance information gathering and communication skills, to assist in resource sharing, and to facilitate the use of technology to achieve educational ministry objectives.

The Network is an electronic highway connecting hundreds of computers all over the world and millions of individual subscribers. The Network extends the resources of the parish and school and provides benefits such as:

- worldwide electronic mail
- information and news from research institutions and religious organizations
- public domain software and shareware of all types
- discussion groups
- access to the Library of Congress, ERIC, and university libraries
- open forums

With access to computers and people all over the world also comes the availability of material that may not be considered of educational or moral value in the context of the school or parish setting. Saint Ambrose of Woodbury Catholic School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. Saint Ambrose of Woodbury Catholic School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational and religious goals of the parish and school. Network access is a privilege, not a right. System administrators (members of the school's and parish's professional staff charged with responsibility of the Network) will provide access to individuals.

All information services and features of the Network are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes is expressly forbidden. Any problems which arise from a user's access are the

responsibility of the user. Use of an access by someone other than the registered user is forbidden and may be grounds for loss of access privileges.

Users may not use the Network or its resources to:

- access, upload, download, or distribute pornographic, obscene, or sexually explicit materials
- transmit obscene, abusive, or sexually explicit language.
- violate any local, state, or federal statute
- vandalize, damage, or disable the property of another person or organization
- access another person's materials, information, or files without the implied or direct permission of that person
- vandalize, damage, or disrupt the operation of the Network
- intentionally seek passwords belonging to other users
- violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation

Consequences for violation of this policy may be imposed using the established Saint Ambrose of Woodbury Catholic School discipline policy.

Saint Ambrose of Woodbury Acceptable Use Policy of Student-Owned Devices

Technology is a resource to enhance information gathering, communication, and support of instruction. The use of student-owned devices at school provides additional access to technology. This policy applies to the use of student-owned devices on the school premises. Acceptable devices include tablets, laptops, and readers. Hand held devices including but not limited to smartphones and iPod touches are unacceptable. Students must have this signed document on file to use their own device.

Students will follow the classroom/school expectation for this policy:

1. The device must be concealed and powered off in all other instances during the school day.
2. Personal devices must be registered with the school office and registered devices must display the appropriate Saint Ambrose sticker when at school.
3. Personal devices will not be used for non-instructional purposes during the school day. Examples include, but are not limited to the following: personal texting/instant messaging/emails, taking photos, 'surfing' the internet or using social media. School staff reserves the right to determine what is considered a non-instructional purpose. Any violation of this policy and or any rules governing use of the school's computer system will be subject to disciplinary action, including loss of the privilege to use the device at Saint Ambrose.
4. Students shall use the appropriate wireless network determined by Saint Ambrose of Woodbury School, and under no circumstances should the student use their device to be physically plugged into the school network connection points.
5. Students are not permitted to use their own 4G/LTE network; this is a violation of the Children's Internet Protection Act (CIPA).
6. Students are not permitted to lend or borrow registered devices from other students.
7. Students will not use devices to establish a wireless network, photograph, record audio or video on school property or while engaged in school-sponsored activities unless approved by staff. Students should never post photos, videos or projects that were created for school purposes on social media
8. Students are required to give devices to school personnel when directed. Refusal to comply with this directive will be considered insubordination, and the student will be subject to disciplinary action. Student removal of a battery or a memory chip from their own device or other device, in the process of being confiscated, is considered insubordination.
9. The school may reserve the right to collect and examine any device brought to school.

10. Students who are under suspension of their technology privileges are not allowed to participate.
11. Students must charge their devices before bringing them to school.
12. Printing will not be possible or necessary from a student's device.
13. The school will not service any personal device (troubleshooting, software or hardware issues).
14. Students will be responsible for securing their devices and ensuring they have appropriate anti-virus software installed, if applicable.
15. Saint Ambrose of Woodbury School is not responsible for any lost, damaged or stolen equipment.
16. Devices left on school property after 4:15 will not be accessible to students until the next school day.

Saint Ambrose of Woodbury assumes no responsibility or liability for damages that may occur as a result of using a personally owned device at school. Any issues with personally-owned devices are the responsibility of the student/family.

Note: An Acceptable Use Policy of Student-Owned Devices, signed by student & parent, must be on file in the school office.

TELEPHONE USAGE

It is recommended that children make arrangements for after school activities before coming to school. Therefore a child may not call home to make arrangements to go home with a friend.

As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the school secretary if it is necessary to contact either a student or teacher. Children may not use the school phone except in cases of an emergency.

UNIFORM

UNIFORM POLICY

This uniform policy has been established to help provide a non-distracting learning environment. Students are expected to dress in a way that will be a credit to themselves, their parents and their school. The dress code will be strictly enforced.

ALL uniform items must be purchased through Donald's Department Store, 972 Payne Avenue, Saint Paul, MN 55101. 651-776-2723. www.donaldsuniform.com

Girls:

- Uniform jumper #8298 (length within 2 inches of the knee)-GRADES K-5.
- Uniform skirt #3498 (length within 2 inches of the knee)-GRADES 6-8.
- Uniform navy blue twill pants worn in lieu of the jumper-GRADES K-8.
- Uniform navy blue twill shorts (length within 2 inches of the knee)-worn only September, May and June-GRADES K-8.
- Uniform white blouse with round collar-short or long sleeve-GRADES K-5.
- Uniform white oxford shirt-short or long sleeve-GRADES 6-8.
- Uniform navy stretch bike shorts worn under jumpers and skirts.
- Uniform navy blue cardigan sweater-GRADES K-8.

- Red sweatshirt with “Saint Ambrose of Woodbury” logo (purchased at Saint Ambrose).
- Navy, hooded spirit wear sweatshirt with “Saint Ambrose of Woodbury” logo on the chest (purchased via our spirit wear order form in the front office)
- Physical education uniform (purchased at Saint Ambrose)-GRADES 5-8
- Solid navy or white tights, knee-highs or anklets (purchased at any store); or optional white socks with uniform plaid ruffle (purchased at Donald’s).
- Navy blue or black leggings.
- Tennis or dress shoes with non scuff soles that are black and/or white only.
- Garments worn under blouses must be white or beige without any writing, logos or pictures of any kind (purchased at any store).

Boys:

- Uniform navy blue twill pants-GRADES K-8.
- Uniform navy blue twill shorts (length within 2 inches of the knee)-worn only September, May and June-GRADES K-8.
- Uniform red knit polo shirt (banded or traditional)-short or long sleeve-GRADES K-5.
- Uniform white oxford or uniform white polo shirt (banded or traditional)--short or long sleeves-GRADES 6-8.
- Uniform navy blue cardigan sweater.
- Navy blue or black belt (purchased at any store)-optional
- Red sweatshirt with “Saint Ambrose of Woodbury” logo (purchased at Saint Ambrose).
- Navy, hooded spirit wear sweatshirt with “Saint Ambrose of Woodbury” logo on the chest (purchased via our spirit wear order form in the front office)
- Physical education uniform (purchased at Saint Ambrose)-GRADES 5-8
- White or navy blue socks (purchased at any store).
- Tennis or dress shoes with non scuff soles that are black and/or white only.
- White undershirts, if worn, must be without any writing, logos or pictures of any kind (purchased at any store).

Additional Requirements:

Shoes: Must have non-scuff soles and must be close-toed. No sandals, clogs, moccasins or platforms. Tops of shoes must be ankle-height or lower. Heels must be no higher than 1½ inches. **Shoes must be solid black, solid white or black and white.** No other colors are permitted. Shoelaces must be same color as shoe. Shoe style must be conservative.

Shirts: Must be worn under sweatshirts or sweaters. Shirts must be tucked in at all times. Only the top button may be left unbuttoned. All cuffs must be buttoned.

Hair: Must be conservatively styled, well-groomed and neat. Boys’ hair must be above the collar and above the eyebrows. No unconventional coloring or haircuts allowed. Hair accessories must be solid black, solid white or uniform plaid.

Make-up: Permitted for girls in grades 6-8 and must be tasteful and minimal.

Jewelry: Must be simple and conservative, if worn. No unconventional jewelry allowed. No dangling earrings for girls and no earrings for boys.

Tattoos: Not allowed.

Other notes:

- All clothing and shoes must be size-appropriate and should be labeled with the student's name. The school is not responsible for lost or stolen clothing.
- Uniforms must be worn on all school days, unless the principal declares a no-uniform day. The principal must authorize any circumstance for which a student is out of uniform.
- Uniforms must be clean and neat.

OUT-OF-UNIFORM AND SCHOOL-SPONSORED EVENTS

Out-of-uniform days and school-sponsored event (e.g. dances) attire must reflect both modesty and Christian values in respect to slogans, graphics and physical fit. Clothing must be neat, clean and in good repair. Non-uniform shorts and skirts **must** cover at least mid-way down the thigh. Shirts must have sleeves, and midriffs **must** be covered. Clothing must be in good taste and not provide a source of competition or distraction. Inappropriate clothing on a no-uniform day or at a school-sponsored event will result in consequences which may include removal of the student from classes or activities.

PHYSICAL EDUCATION

Students in grades 5-8 change clothes for physical education class. Students in grades 5-8 will be required to wear the Saint Ambrose of Woodbury physical education uniform in order to participate in class.

Consequences will be given for non-compliance with the dress code.

VALUABLES

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing radios, i-Pods, cameras, etc. to school. Any such items brought to school are at the student's own risk.

VISITORS

All parents/guardians or visitors must sign in at the office before going to a classroom. Upon signing in, visitors and volunteers will be issued a badge before entering the school area. Parents/Guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.

Persons not reporting to the school office will be considered trespassers and may be reported to the local authorities.

VOLUNTEER BACKGROUND CHECKS

Saint Ambrose of Woodbury School welcomes parent volunteers in a variety of areas, from the classroom to the library to the cafeteria. In compliance with Archdiocesan policy, all volunteers must complete a background check, participate in VIRTUS Training and sign a Volunteer Code of Conduct before they will be permitted to volunteer at Saint Ambrose of Woodbury School. Registration for this process is at www.virtus.org.

SCHOOL SERVICES

ATHLETIC PROGRAMS

Description

Opportunities are available for students to participate in various co-curricular activities, such as soccer, volleyball, basketball, baseball, softball and track.

The mission of the sports program is to reflect the mission and philosophy of the school as well as the following values:

1. fair play
2. team work
3. responsibility
4. respect for one another
5. accountability
6. ways to improve skills

Athletic Director

Saint Ambrose of Woodbury has an Athletic Director who is responsible to the principal for the smooth operation of the school athletic program. Duties include, but are not limited to, recruiting coaches, scheduling facilities, serving as a liaison to the leagues, signing up student athletes, collecting player fees and maintaining uniforms/equipment. The Athletic Director may establish an Athletic Committee to assist in these duties.

Athletic Committee

The function of the Athletic Committee is to assist the Athletic Director in managing the school's athletic programs. Duties include the recruiting of coaches and activity directors, recruiting new committee members, scheduling and other duties as deemed necessary to ensure a successful program.

SCHOOL LUNCH AND MILK PROGRAM

The school lunch and milk program is provided by the State's matching funds to the school's established price.

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct is discussed as a regular part of respecting others and health studies, etc.

The cost for milk is \$.55; student lunch is \$3.00; adult lunch \$ 4.00. Saint Ambrose of Woodbury Catholic School participates in State/Federal nutrition programs. Free/reduced price meal applications will be given to all families at the beginning of the school year. Additional forms can be obtained through the school office. Parents are welcome to eat with their child. However if eating hot lunch we ask parents to let the school know by 10:40 a.m.

When a family account reaches a negative balance of \$50.00, a notice will be attached to the balance letter indicating that students will not be permitted to charge any additional meals until money has been placed into the family account.

SCHOOL PICTURES

Individual and classroom pictures are taken once each year. Notification of this will be given well in advance of the photography session.

SPECIAL EDUCATION

The special needs of students in the non-public school are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the Learning Specialist teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
2. If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.
4. Saint Ambrose of Woodbury Catholic School has Learning Specialist teachers on staff to assist classroom teachers in assessing student needs, working as a liaison with the local public school district and working with the classroom teacher in developing appropriate strategies to accommodate a child's needs in the classroom.

TRANSPORTATION

While the law requires the school district to furnish transportation, it does not relieve the parent of the student from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus and only at that time, does he or she become the responsibility of the School District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. However the Transportation Department does reserve the right to act on any misconduct that is reported at the bus stop.

The School Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Transportation Student Safety Coordinator by the bus driver.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases as suspension, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Drivers Authority

The driver is in full charge of the bus and students riding that bus. He/she has the same authority as a teacher in the classroom. The driver has the authority to:

1. Assign seats

2. Enforce adopted bus riding policies and regulations
3. Issue school bus discipline reports.
4. Notify parents of misbehavior.
5. To refuse transportation to anyone who is not assigned to that bus or has riding privileges suspended

School Bus Rules

1. No animals of any kind are allowed on the bus.
2. No oversized objects such as skateboards, ski's, large instruments.
3. No spitting inside or out of the windows.
4. No loud noise. If the driver can distinguish your voice you are being too loud.
5. No littering on the bus or throwing garbage or any item out of the window.
6. No name-calling.
7. No throwing of objects on the bus no matter how small the object may be.
8. Eating and drinking on the bus is not permitted. If you have any food or drinks they must stay in your backpack.
9. Do not hang out the windows or put any part of your body, arms, hands, out of windows. This is to include both when the bus is sitting still or moving.
10. Remain seated at all times facing forward. No moving while the bus is in motion.
11. Do not obstruct the aisles with any part of your body or with book bags.
12. No tripping or pushing.
13. No vandalism such as cutting seat covers or writing on the backs of seats.
14. No fighting.
15. No harassment verbal or physical. If someone asks you to leave them alone then leave them alone.
16. No matches or lighters.
17. No drugs or alcohol.
18. No tobacco products, cigarettes, cigars, chewing tobacco, or snuff.
19. No weapons or look a likes.
20. No knives, razors, or anything else that might endanger another student.
21. No laser pointers.

The following corrective steps will generally be followed. Saint Ambrose of Woodbury Catholic School, however, reserves the right to impose such corrective steps it determines are appropriate due to the circumstances of each particular case.

1st Offense: This is a warning to provide parents time to work with their child's behavior before the Transportation Department has to step in. Students can still be suspended if the offense is a flagrant violation. Such violations would include fighting, profanity, and possession of tobacco, drugs, or alcohol, or possession of a weapon or replica. Any threat of deadly force is also a flagrant violation.

2nd Offense: This will result in a five-day suspension. Unless the offense is so minor the driver or the Transportation Safety Supervisor might wish to only give an FYI.

3rd Offense: This will result in ten-day suspension. Once again if this is just a minor offense and these offenses have not become habitual then the driver may send home an FYI.

4th Offense: This will result in the loss of transportation privileges for the remaining of the year.

Minor Infractions:

The following infractions are considered minor and in most cases can be handled by the drivers.

- Spitting
- Loud Noise
- Name calling (no profanity)
- Littering on or off the bus
- Throwing objects
- Eating or drinking on the bus
- Hanging out of window
- Not remaining seated facing forward
- Unwilling to follow drivers instructions
- Obstructing aisles or tripping/pushing. Pushing in this incident is to gain access to the bus in front of others or trying to exit the bus ahead of others. This is one push not a series.

Major Infractions:

The following infractions are considered major and can result in suspension for a first offense.

- Fighting
- Profanity
 - profanity is when a student uses one word mostly unintentionally. This can usually be handled with a warning but if it continues then a write-up may be necessary.
 - profanity is when a student uses a series of words not directed at anyone
 - profanity is when a student uses a variety of words in a sentence directed at the bus driver or another student.
- Vandalism: This is permanent destruction of the bus. Ripping seat covers, breaking windows, writing on seat covers or the side of the bus seats. Anything that can be cleaned up with little or no trouble is not considered vandalism but littering. An example of this is toilet paper or shaving cream or any other material that may be readily cleaned up.
- Harassment: This does not include name calling unless profane in nature. Harassment can be verbal or physical. (See section on Harassment)
- Assault (see section on Harassment)
- Possession of:
 - Matches/lighter
 - Alcohol/drugs
 - Tobacco products
 - Laser pointer
 - Weapon or replica
- Terrorist threat: This is any threat to use deadly force with any kind of weapon to either one or more people. Examples of this are bomb threats, threats to shoot someone. The person making the threat does not have to have a weapon on him/her at the time of the threat. Anyone accused of a terrorist threat will be removed from the bus immediately and not allowed back on until which time a school counselor can insure the transportation department that he/she poses no threat to the students on the bus.

Discipline of Students with Special Needs:

In most cases students with special needs, on an IEP, are able to follow the districts transportation discipline policy and are disciplined according to procedure. There are times when students with special needs may not be able to follow the transportation policy such as students with cognitive impairments or students that have special behavioral programming as part of their transportation needs. In these cases it is important to communicate with the students case manager to determine appropriate consequences.

Inappropriate behavior should be documented on a Discipline Report Form. Remember under most circumstances students with special needs cannot be denied transportation when IEP

designates transportation as one of the child's needs. The Discipline Report will be forwarded to the special needs teacher at the school the student attends. These special needs teachers will in most cases handle the discipline and then communicate back to the drivers and the Transportation Student Safety Supervisor.

YEARBOOK

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

DISCIPLINE AND STUDENT BEHAVIOR

All children can behave and do make choices about their behavior. The school, administration and parents need to work together to help students learn to choose appropriate behaviors and accept the consequences which may result from their choices. Throughout the school, on school grounds and at school sponsored events, students are expected to demonstrate appropriate behaviors, which are a reflection of true Christian values and their Catholic identity. We encourage positive behavior through our Saint Ambrose Way program which outlines the behavioral expectations for all students.

In the classroom, rewards for positive behavior include award certificates, special privileges, notes and calls to parents. Consequences for negative behavior may include loss of privileges, detention, etc.

ALL SCHOOL RULES

The following all school rules cover student behavior at Saint Ambrose of Woodbury Catholic School. These rules will be posted throughout the school. The all school rules are as follows:

AT SAINT AMBROSE OF WOODBURY CATHOLIC SCHOOL WE...

- 1) Respect everyone in what we say and do
- 2) Keep hands, feet and objects to ourselves
- 3) Respect all personal and school property
- 4) Follow the directions of ALL teachers and staff

CONSEQUENCES FOR VIOLATION OF ALL SCHOOL RULES

- 1) Teacher will give a student a verbal warning
- 2) A "Behavior Notice" will be issued to the student by the teacher when the behavior is repeated a second time. Behavior Notices must be signed by a parent and returned the following day.
- 3) 3 Behavior Notices in a trimester will result in:
 - a) Recess & Lunch in the office for grades K-4
 - b) 30 minute after school detention for grades 5-8
 - c) A talk with a school administrator about further behavior issues and the consequences.
- 4) 5 Behavior Notices in a trimester will result in a child being placed at the appropriate step of the policy governing severe misconduct.

SEVERE MISCONDUCT

Severe Misconduct includes but is not limited to the following types of conduct. In many cases, this conduct is also illegal and may be reported to local law enforcement officials.

1. Fighting with, or any assault of, school personnel and adult volunteers or students.
2. Verbal abuse of school personnel and adult volunteers or other students or use of profane words or gestures.
3. Destruction of, or any attempt to damage or destroy, school property or property of school personnel and adult volunteers or students.
4. Absence from school or classes without valid excuse.
5. Theft or possession of stolen property.
6. Insubordination, including failure to follow directions.
7. Intimidation or threats of intimidation **which may include hazing, harassment or bullying.**
8. Endangering the physical or psychological well-being of school personnel and adult volunteers or other students by conduct or actions such as, but not limited to, use, possession or concealing a weapon, releasing fire alarms, starting fires or setting off explosives.
9. Any other acts which directly or indirectly jeopardize the health, safety or welfare of school personnel and adult volunteers or other students or which violate the philosophy or goals of Saint Ambrose of Woodbury Catholic School.

CONSEQUENCES OF SEVERE MISCONDUCT:

The following corrective steps will generally be followed. Saint Ambrose of Woodbury Catholic School, however, reserves the right to impose such corrective steps it determines are appropriate due to the circumstances of each particular case.

- Step 1:**-Grades K-4 - one recess & lunch in the school office
-Grades 5-8 one 30 minute after school detention
-Parent called by a school administrator
-Documentation of the incident placed on file
-Suspension from extra-curricular activities for 1 week

- Step 2:**-A 1-day out-of-school suspension
-Parent called a school administrator
-Student not allowed back to school until a parent/principal conference (teacher may also be present) is held and the parent and student sign a behavior expectation agreement.
-Documentation of the incident placed on file
-Suspension from extra-curricular activities for 2 weeks

- Step 3:**-Student will be removed from class at the time of the infraction
-Parent called by a school administrator
-Student expulsion

Definitions:

- Suspension- suspension means a student will be removed from classes for a period of time to be determined by the school administration. Suspensions may be in-school or out-of- school.
- Expulsion- expulsion means a student will no longer be able to attend classes at Saint Ambrose of Woodbury Catholic School. Expulsion is permanent.

TOBACCO USAGE

The use of tobacco by a student in any form during school hours, on school grounds, riding a school bus, or attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal as follows:

1st Offense: The student will be removed from the classroom or activity and the parent will be notified of the offense. Suspension may be imposed.

2nd Offense: The student will be removed from the classroom or activity and the parent will be notified of the offense. A disciplinary conference with the student, parent, and principal will be established. Suspension from school may be recommended.

3rd Offense: The student will be removed from the classroom or activity and the parent will be notified of the offense. The student will be expelled from school.

DRUG POLICY

A MOOD ALTERING CHEMICAL INCLUDES ANY SUBSTANCE SUCH AS DRUGS OR ALCOHOL THAT SUBSTANTIALLY CHANGES THE BEHAVIOR OF THE PERSON TAKING THEM.

Any student attending Saint Ambrose of Woodbury Catholic School who....

- 1) is found buying, selling or giving away mood altering chemicals
- 2) is found under the influence of mood altering chemicals
- 3) is found in possession of mood altering chemicals
- 4) displays behavior characteristic of possible chemical abuse or
- 5) is suspected by the principal of participating in illegal drug activity, either use or possession

....while on school grounds or attending any school sponsored event will be subject to the following consequences:

- 1A) The student will be removed from the classroom or activity.
- 2A) Parent/Guardian will be notified immediately of the infraction.
- 3A) Law enforcement will be notified of the infraction.
- 4A) Students who are found in possession of, buying, selling or giving away mood altering chemicals will be turned over to law enforcement officials in compliance with Minnesota statutes.
- 5A) Students in violation of number 1 above will be expelled immediately.
- 6A) Students in violation of number 2 or 3 will be subject to appropriate disciplinary action which may include expulsion. Students will be required to get a professional evaluation, which may include but is not limited to drug testing.
- 7A) Students in violation of number 4 or 5 may be required to get a professional evaluation,

which may include but is not limited to drug testing, even though involvement with a mood altering chemical has not been documented. Appropriate action, which may include expulsion, will be taken based on evaluation results.

SEARCHES

Saint Ambrose of Woodbury Catholic School reserves the right to conduct searches of student possessions including, but not limited to lockers, backpacks, desks, clothing and lunchboxes when the principal suspects a student is in possession of stolen items, drugs or other contraband.

FALSE FIRE ALARMS

It is against the law for anyone to instigate a false fire alarm. Anyone caught instigating a false fire alarm at Saint Ambrose of Woodbury Catholic School will have disciplinary action taken by the school and will be reported to proper authorities for possible prosecution.

HARASSMENT

Policy:

The Saint Ambrose of Woodbury Catholic School program shall maintain a learning environment that is free from harassment.

This policy applies to all students, faculty, staff, administrators, members of the Educational Ministries Council, parents, vendors, volunteers, coaches, guests and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

Definition:

Harassment is unwelcome verbal or physical conduct which has the purpose or effects of unreasonably interfering with an individual's performance, or creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender or sexual orientation.

One particular category of harassment, *sexual harassment*, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors or making derogatory or dehumanizing sexual remarks.
- Subtle pressure for sexual activity.
- Intentional brushing against a person's body.

- Display of offensive pictures, posters or other graphics.
- Leering, inappropriate patting or pinching and other forms of unwelcome touching.
- Otherwise creating a hostile, intimidating or offensive environment.

Procedure:

Any member of the Saint Ambrose of Woodbury Catholic community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official school administrator, or in the case of a complaint against the principal or director, to the Pastor.

The school administrator will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warning or other disciplinary action, will be taken. An investigative report documentation interviews, conclusions and recommendations will be completed.

The complainant, the alleged harasser and their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law (See Child Abuse Policy).

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the principal deems appropriate.

WEAPONS/EXPLOSIVES/DANGEROUS ITEMS

Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

Saint Ambrose of Woodbury Catholic School takes the position of zero tolerance on real and look alike weapons, including, but not limited to:

1. all firearms, whether loaded or not
2. other guns of all types including pellet or B-B
3. switch blades or automatically opening knives
4. explosives, including firecrackers, live ammunition.

HEALTH/SAFETY

Bomb Threats

In the event of a bomb threat or an actual bomb, the building will be evacuated immediately and the authorities will be contacted.

Procedures

- Dial 911 immediately (an adult)
- Principal or designated personnel will inform the staff

- Students will be taken to Resurrection Lutheran Church at the corner of Bailey Road and Woodbury Drive.

Building Evacuations:

If a situation arises that requires the evacuation of Saint Ambrose of Woodbury Catholic School, students will be taken to Resurrection Lutheran Church on the corner of Bailey Road and Woodbury Drive. Parents will be contacted regarding the evacuation and students will remain with school staff until a parent can pick them up.

Emergency Information

An emergency form for each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

Fire Drills

Saint Ambrose of Woodbury School will conduct regular fire drills as part of our safety program. When the fire alarm is sounded everyone in the building- students, guests and employees- will be required to leave the building until the all clear has been given.

Hazardous Spills

The school is aware of hazardous materials in the school building and is prepared to deal with potentially dangerous situations. All hazardous materials are properly stored and labeled. The school is concerned about the welfare of all persons in the school's care.

Procedures

- Proper labeling of all potentially hazardous materials
- Hazardous materials stored separately and properly
- Protective items available such as earplugs, masks, gloves, aprons, etc.
- The school office is notified immediately in the event of a hazardous spill, and they, in turn, will notify the proper authorities. The principal or designated person determines if evacuation of the building is to take place.

Health Records

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up to date.

Health Screening

Annual vision, hearing and scoliosis examinations are conducted for select grades each school year.

Illness/Injury During School

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No over the counter medication, including aspirin, can be given to a student for any reason. No student will be sent home without a parent/guardian's permission.

Immunizations

Minnesota School Immunization Law, (Minnesota Statutes 1991, section 123.70) describes the immunization requirements.

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parents/Guardians are responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician.

Lockdowns:

Saint Ambrose of Woodbury School will conduct 5 lockdown drills as part of our safety program. When the lockdown announcement is made everyone in the building- students, guests and employees- will be required to participate in the lockdown drill until the all clear has been given. Please follow the directions of the school staff during lockdowns.

Medication During a School Day

Student medication shall be administered at Saint Ambrose of Woodbury Catholic School using the following procedures:

1. Only a licensed school nurse, the principal or designated staff members may administer medication to a student during school hours unless the parent/guardian comes to school to administer the medication.
2. Medications may be administered only according to the written order of a physician and/or written authorization of the parent/guardian.
3. The medication to be administered must be brought to school in a container appropriately labeled by the physician or pharmacy.
4. Medications that are not taken orally or have some dangerous side effects may be administered by a licensed school nurse or by a staff member. Written authorization from the school nurse or parent/guardian and training to administer the medication is required.
5. All medications should be kept in a locked place.
6. Aspirin and similar over-the-counter medications should be considered the same as prescription medications.

Accident/Injury/Medical

When a student is injured at school, an accident form will be completed by the supervising teacher. If a student requires medical attention, the parent's insurance is the primary coverage for

the injury. Saint Ambrose of Woodbury Catholic School does carry additional accident insurance covering injuries.

Reporting of Child Abuse/Neglect

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;

abuse can be physical, sexual, or emotional mistreatment

FINANCE/FUNDRAISING

BUDGET PROCESS

The school's budget planning is a process that coincides with the parish(s) budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

Tuition at Saint Ambrose of Woodbury Catholic School will be cost based. That is, tuition will cover the operating costs associated with educating each child from teacher salaries to building maintenance. Saint Ambrose of Woodbury Parish, through its capital campaign and offertory collection, will pay the considerable capital building and furnishing expenses. Such expenses are not included in tuition costs. The per child tuition at Saint Ambrose of Woodbury for 2016/2017 will be \$5,550 for grades K-8. The following payment options will be available:

	Per-child tuition	9-month	12-month
Full day Kindergarten & Grades 1-8	\$5610	\$623.33	\$467.50

Each year a non-refundable per child registration fee will be assessed to secure a class space for the upcoming school year. In an effort to save administrative and banking costs, Saint Ambrose of Woodbury Catholic School will use direct payment of tuition from parent's checking or savings account. Parents may choose to pay tuition in full at the beginning of the school year.

FEES

In addition to tuition, some programs/activities require an additional participation fee. These programs may include but are not limited to: athletics, clubs, field trips.

FINANCIAL ASSISTANCE/TUITION ASSISTANCE SCHOLARSHIP

Tuition assistance will be available to assist qualified families in need. A limited amount of tuition assistance money is available, so parents are asked to pay attention to all application criterion and deadlines. Guidelines for the application process will be published in the spring of each year and will be strictly adhered to.

In an effort to maintain objectivity and confidentiality in determining the financial need of families requesting tuition assistance, Saint Ambrose of Woodbury has contracted with Tuition

Aid Data Services (TADS) in St. Paul to process all financial aid applications. TADS will process each individual application and determine what- if any- assistance each family is to receive. A report will be provided to Saint Ambrose of Woodbury from TADS with financial assistance details for each applicant.

REGISTRATION/TUITION POLICY AGREEMENT

As a cost-based educational program, Saint Ambrose of Woodbury Catholic School determines its expenses based on the number of students enrolled in the program. Occasionally families have registered at Saint Ambrose of Woodbury Catholic School only to determine late in the summer that their child will not be attending the school. In some cases families do not notify Saint Ambrose until the first day of school making it difficult to fill these vacant seats. This creates a negative impact on the school budget since expenses have already been determined. Unfortunately this negative impact gets passed along to the vast majority of the families who honor their registration commitment.

In an effort to more accurately and justly monitor school income as well as to make open spaces available to new families in a timely manner, the Saint Ambrose of Woodbury Finance Council has established the following policy regarding registration and tuition.

- January 2017: New Kindergarten registration will begin for fall 2017.
February 2017: Current Families will register for grades 1-8 for the 2017/2018 school year.
Registrations will be accepted for new families where space is currently available.
March 2017: Registration for new families in grades 1-8 to fill any newly open class spaces.

As in the past, families are required to submit a \$125 per child nonrefundable registration fee to finalize their registration. Once this fee has been paid, parents accept responsibility for some or all of their child's tuition for the 2017/2018 school year.

If a family withdraws their registration they must do so in writing and penalty fees will be assessed as follows:

1. After March 3, 2017 families who withdraw their registration will be required to pay a fee of \$200 per child.
2. After April 14, 2017 families who withdraw their registration will be required to pay a fee of \$500 per child.
3. After June 9, 2017 families who withdraw their registration will be required to pay the entire tuition for the first quarter of the school year.
4. After the school year begins families will be required to pay for the first quarter of the school year plus the balance for any month or partial month of the school year during which the child was in attendance.

Limited exceptions will be made to this policy for partial forgiveness of penalty fees of circumstances that are approved by the pastor and principal such as an out of town relocation based especially on the timeliness of the notice given to the school.

NON-PAYMENT OF TUITION

As a cost based tuition system, it is critical that every family meet their tuition obligation. In the event a family neglects to pay their full obligation, the following measures will be taken:

- The school will make contact with the family seeking tuition payment

- If the family does not make payment in full, they will be turned over to a collection agency.
- Families with an outstanding tuition balance may not return to Saint Ambrose of Woodbury Catholic School.

FUNDRAISING

All fundraising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and insures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/ events.

Saint Ambrose of Woodbury Catholic School families are encouraged to participate in fund raising activities during the year.

STATE AND FEDERAL PROGRAMS

There are several state and federal programs that nonpublic students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

Saint Ambrose of Woodbury Catholic School receives state and federal entitlements allocated on a per-pupil basis.

State programs include:

Education Aids for Nonpublic School Children - provides textbook and related individualized instructional materials, health services and secondary guidance and counseling.

Transportation - Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control and management of scheduling, routes, bus stop locations, and discipline.

Shared Time Program - Nonpublic school students may be admitted by the school district to public school programs for part of the day.

School Lunch Program - State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day.

State Income Tax Deductions - Taxpayers who itemize deductions may deduct up to \$1,625 per dependent in grades K-6 and \$2,500 per dependent in grades 7 -12 for books, tuition and transportation costs. This amount may vary from year to year. Please refer to your State Income Tax Manual's directions.

Federal Programs include:

Special Education - Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a nonpublic school. The district must provide assessment, periodic observation, review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.

Title IV - Safe and Drug-Free Schools - Nonpublic schools receive moneys, on a per-pupil entitlement basis, for programs which address drug and safety issues.

Title VI - Block Grant - Nonpublic schools receive moneys, on a per-pupil basis, to be used for technology-related reform programs, professional development and other student-directed improvement programs and materials identified in the school's improvement plan.

SCHOOL ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

Saint Ambrose of Woodbury Catholic School has a parent/guardian group, Home and School Association, which is responsible for the following activities: parent/ guardian education, socials, and fund raising. It is the Home and School Association's responsibility to support the administrator, teachers and overall school program.

The Home and School Association Board has monthly meetings on the first Tuesday of the month. This is a casual setting and a time for parents/ guardians to socialize and work on future projects of the school. All parents/guardians of students enrolled in Saint Ambrose of Woodbury Catholic School are automatically members of this group and are welcome to the meetings.

EDUCATION COUNCIL

The Educational Advisory Council is an elected body of parish representatives who meet monthly. They serve as an advisory body to the pastor on educational issues from infancy through adulthood.

Their Mission Statement reads:

Grounded in the Eucharist, we, the Saint Ambrose of Woodbury Catholic Community will support all individuals in the process of life-long learning and faith formation. As an advisory body to the Pastor, the Education Advisory Council will guide the development and communication of a cohesive and comprehensive plan to meet the educational needs of all individuals in the parish, school and early childhood education center.

This council is not a school board. Instead, the Council will serve as a vehicle for communication to and from the parish regarding educational issues from infancy through adulthood. In addition they will evaluate new and existing educational programs and assist in long-range planning to meet the needs of all parishioners. Finally, the council will advise the Pastor on the development of policies related to the function of parish educational programs.