

Saint Ambrose Catholic School



Pre-Kindergarten Handbook 2014/2015

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**Rev. Bryan Dalton
Pastor**

**Mrs. Lisa Dodge, M.Ed., Ed.S
Principal**

An interesting and challenging experience awaits you as a parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, expressed or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

Saint Ambrose Catholic School
Pre-Kindergarten
Philosophy and Goals

We welcome you and your child to Saint Ambrose Catholic School! Our early childhood program provides an integrated approach to a developmental education, addressing the intellectual, emotional, physical and social aspects of children 3 to 5 years of age.

Through a well organized, though minimally structured program, with an emphasis on individuality, our main objective will be to provide an environment which promotes creativity and spontaneity. Minimally structured refers to the manner in which our learning program is implemented - not the content of the program. We utilize a variety of learning strategies emphasizing the use of all five senses to convey reading, science, math and social studies concepts. We will always strive to create a happy, nurturing environment for your child.

We believe that learning, at its best, happens through imaginative play rather than forced structure. This imaginative play will have very definite goals, but will allow our children the freedom to respond independently within a relaxed atmosphere.

We provide every opportunity for the development of the whole child--intellectually physically, emotionally and especially spiritually. God will feel very welcome at Saint Ambrose Catholic School. Religion is an integral part of our day for all of our children, providing an opportunity to hear and understand Bible stories. We will guide them to an appreciation for God's beautiful world, His love for us, and our responsibility to Him in prayer.

OBJECTIVES

We believe that it is the responsibility of our Early Childhood Program to:

1. Realize that children must be treated as individuals.
2. Guide, protect and encourage children to learn at their own rates.
3. Provide activities that are flexible for both large and small groups.
4. Provide materials for learning that relate to each age group.
5. Provide information to parents concerning the welfare of the child and activities in the school environment.

GENERAL INFORMATION

ADDRESS/TELEPHONE

Change of address, telephone numbers and email addresses must be reported immediately to the school office.

ADMISSION POLICY

Saint Ambrose has an open admission policy. No person, on the grounds of race, color, disability or national origin is excluded, or otherwise subjected to discrimination, in the receiving of services.

AFTER SCHOOL CARE PROGRAM

This program is offered for children registered in the full-day program. This program is an extension of the school day. It is available from 3:00 PM to 6:00 PM on days when school is in session. On early dismissal days, After School Care will begin at 12:30.

ALLERGIES

Please make sure you notify your child's teacher and the school office of any allergies your child has. This is of utmost importance for your child's safety.

Peanut Allergy Policy

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

All allergies must be listed in Emergency Cards that are part of the registration forms. If an Epipen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

ATTENDANCE/TARDY/EARLY DISMISSAL POLICY

Daily attendance is encouraged. Consistency gives the child a sense of belonging and a feeling of security. In case of illness or an extended absence, please notify the office.

Parents of VPK students must sign their student in and out each day. The sign in/out book is located in the book outside of the classroom. At the end of each month, parents of VPK students must sign their student's attendance card to verify the dates the student was present/absent.

Pre-Kindergarten 3 Hours:

7:45 AM - 2:45 PM

VPK Hours:

Standard Day 8:00am-11:00am

Extended Day 7:45am-4:30pm

All Day 7:45am-6:00pm

The children are to arrive no earlier than 7:30 AM. **Students should be in the classroom and ready to begin at 7:45 AM.** The morning is a very important part of the students' day. If your child arrives after the 7:45 bell, a parent must sign the child in tardy into the office. The parent must then walk their student to the Pre-K classroom, where they must SIGN THEIR STUDENT IN AGAIN. At no time are children/students to be left outside after the bell rings. If a parent must pick up their students from Pre-K before the end of the school day, the parent must come to the office and sign their student out at the office, walk to the Pre-K classroom, sign their student out from the classroom, and walk with their student to the car. We are sorry for the inconvenience this may cause you, however; the safety of all children at Saint Ambrose Catholic School is our number one priority.

BIRTHDAY/HOLIDAY CELEBRATIONS

Holiday celebrations will focus on our Faith (Christmas, Easter, Advent etc.). Celebrations will be scheduled via the room parent at the request of the teacher as deemed appropriate. All plans for parties/celebrations will be at the discretion of the teacher and the administration. Students are permitted to have birthday treats **during snacktime only**. When planning an out of school party, invitations are to be mailed. **No invitations or gifts are to be given at school.**

Please check with your child's teacher to coordinate birthday treats. The preferred treats are cookies, donuts, or ice cream cups. Pull-apart cupcakes, sheet cakes and other heavily frosted items are **not** permitted. All holiday/birthday celebrations, if approved, may have store bought food goods only. Florida law prohibits "home-baked" goods.

Siblings are not permitted to be signed out of class to attend parties or classroom celebrations.

CAR LINE

Everyone is required to use the car line for arrival and pick up. Please display the sign provided with your child's name on your rear view mirror in order to assist us with dismissal. Please remain in your vehicles.

CHANGE OF CLOTHING

We ask that each child have a complete change of clothing in his/her classroom in the event of an accident (be sure to include socks and shoes). These should be sent to school in a zip lock bag marked with the child's name. If your child does have an accident, be sure to send in a new change of clothing with him/her to school the next day.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

COMMUNICATION

Notices from the school office and teachers are of the utmost importance. It is our only means of communication with you. A family folder will be sent home with your child every Wednesday. If there are any papers or money to be returned to school, please return them in these folders. Please be sure you have registered on Edline to be sure you receive all up to date information regarding Saint Ambrose Catholic School.

CONDUCT

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

CONFERENCE

Arrival and dismissal times are very busy for teachers and aides. If you would like to schedule a conference with the teacher, please call the office and leave a message for your teacher to call you. Car line is not the place or time to discuss your child with their teacher.

CURRICULUM

Our Pre-Kindergarten program is developed within an experiential, hands-on curriculum, with an emphasis on religious experience, language arts, problem solving, gross and fine motor development, and acceptable social behavior.

DISMISSAL PROCEDURES

Dismissal time is **2:45 PM**. Everyone is required to use the car line for arrival and pick up. Please hang the sign provided with your child's name on the rear view mirror in order to assist us with dismissal. If someone is to pick up your child other than yourself, the teacher and office must be notified in writing. The school reserves the right to require proper identification from anyone who is coming to the school to pick up a student who is not personally known to the teacher or administrator, and to refuse the release of the child without it. If the teacher is not familiar with the person picking up the child, the person picking up your child will be asked to park their car and proceed to the office, where their identification will be verified.

DIVORCE OR CUSTODY ISSUES

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

In addition, this school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. A current address must be provided by the non-custodial parent. 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. It is also the parents' responsibility to inform the school of the addresses where the student's records should be sent.

Divorced parents must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

EARLY SIGN OUT

In the event that you must sign your child out early from school, no student will be called to the office after 2:00 PM on regular school days or 11:00 AM on early dismissal days. There is no exception to this rule.

EMERGENCY CONTACT CARDS

These cards are sent home with your child the first day of school and must be filled out completely and returned promptly. Please notify the office of any changes during the year. It is imperative that the office has emergency numbers to contact parents during the day. In a situation that would require immediate medical care, we will contact the first person listed. Your signature on the back of the emergency contact card empowers the school authorities to exercise their own judgment in calling the physician listed or if not available, transport the child to a hospital emergency room.

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

HAIR – Boys/Girls

Parents should use good judgment in selecting hairstyles. **HAIRCUTS ARE TO BE TRADITIONAL AND CONSERVATIVE.** All boys' hair should be cut short and neatly styled. Extreme hairstyles (fads, tails, dyed or bleached) are not permitted. Final determination as to what is traditional and conservative will be determined by the Administration.

HARRASSMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If,

however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an important part of Saint Ambrose Catholic School. We invite and encourage all families to actively participate in our many fund raising and volunteer efforts.

HYGIENE

Hand washing before meals, after toileting, and at other appropriate times will be taught and required of all students.

ILLNESS OR INJURY

If a child becomes ill or injured, the parent(s) shall be called. If we are unable to reach the parent(s), we shall call the person designated on the emergency contact card.

According to state guidelines, there are certain illnesses that require us to send the child home and to refuse admittance for a designated time period or until a physician has given permission in writing for the child to return to school.

The following is a **PARTIAL LIST** of such illnesses.

- Chicken pox - all lesions are to be dry and crusted
- Cold with green, nasal discharge
- Conjunctivitis (Pink Eye) - 24 hours after start of medication
- Diarrhea
- Fever - Auxiliary temperature over 99 degrees - 24 hours - fever free
- Lice and Scabies - following medical treatment
- Rash
- Strep throat - no sooner than 48 hours after the start of oral medication or 24 hours following an injection
- Vomiting - 24 hours after vomiting subsides

Clinic

You will be notified immediately in case of sudden illness or accidents of a serious nature. Please be certain that the office has the correct information and phone numbers for emergency contact. School clinics, by law, are for first-aid only. The school is not permitted to send a child to a doctor for emergency treatment without the permission of a parent or guardian. The signature on the back of your child's emergency contact card will allow the school to seek emergency care for your child should the need arise and we cannot contact you.

IMMUNIZATIONS

Every child must have a completed HRS form 3040 and 680 in order to be admitted to school. Immunizations must be up to date at all times. You will be notified when health records need to be updated. We hold the rights to refuse admittance to school until records are brought up to date.

LIBRARY

Our Pre-Kindergarten classes will have the opportunity to visit the library with their class at a designated time and day.

LOST AND FOUND

To avoid frequent loss of items, please mark all belongings with your child's name. Lost items will remain in the office for two weeks. If they have not been claimed they are given to the needy or put in the used uniform inventory.

LUNCH

The children will have lunch at school. Saint Ambrose Catholic School offers a hot lunch and milk program. Children may only purchase the main Pre-K meal of the day. **No alternates** may be requested. If you do not purchase lunch please send your child to school with a nutritious lunch. Carbonated sodas or glass bottles are not allowed at any time. We have no provisions for refrigeration or heating. **Napkins and necessary utensils should be included in the lunchbox.** We also ask that you **do not bring** special lunches for your child such as Burger King, McDonalds, etc. "Lunchables" that require the teacher to open and assemble the food are strongly discouraged (ie - pizza, hot dog, hamburger, deli sandwiches). Lunch money should be sent in an envelope with the child's name, date and beverage choice (juice, white milk or chocolate milk). Lunch menus are posted on the website and updated monthly.

If a child does not have a complete lunch upon entering the classroom in the morning, a hot lunch will be ordered from the cafeteria. No lunches will be accepted from parents after the morning bell. This alleviates the teacher or teacher aide from having to leave the classroom to pick up lunches from the office.

MEDICATIONS

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.

2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to unenroll a student if it determines, at its discretion, that the parent or student partnership with the school is irretrievably broken.

PHOTO USAGE

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly, must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from, or are related to, the use of student or parent photos.**

RELIGION

Religion in the Pre-Kindergarten program will be integrated into the activities of the day. The concepts of God and His Family will be presented in a manner, which gives students an opportunity to creatively express these concepts. Students will learn prayers, and participate in religious celebrations that are age appropriate.

REST TIME

Florida State Early Childhood regulations require quiet time for all preschools. All pre-k children will use a roll-up mat with sewn-in pillow and blanket. This item must be purchased from the school office prior to the start of school. The mat will be sent home on Friday for laundering.

SAFE ENVIRONMENT PROGRAM

All parents, guardian, relatives, faculty, staff, and clergy who volunteer with children in any capacity including driving for field trips and helping in the classroom

must adhere to Diocesan Safe Environment Program regulations by being Safe Environment trained and fingerprinted. Training and fingerprinting are renewed every five years. Fingerprinting must be done through the Diocese. Fingerprint records from any other source will not be accepted. Only parents who have received training and been fingerprinted will be allowed to work with our students.

SCHOOL HOURS

7:45 AM - 2:30 PM

We ask that you please have your child to school on time. The morning is a very important part of their day. Please be prompt in picking up your children. Any child who has not been picked up by 3:00 PM will be sent to the office and their parent(s) or person listed on the emergency contact card will be called.

SCHOOL PROPERTY

Accidental damage to school or church property must be reported immediately to the school office staff. Students should develop pride in trying to keep their classrooms and school surroundings in good condition. Willful or deliberate damage to school property will be brought to the principal's attention.

SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

SCHOOL SUPPLIES

We will provide all materials for your child's use. From time to time teachers may send written requests for special supplies needed in an individual classroom for a specific project (paper plates, ribbon, egg cartons, yarn etc.)

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any backpacks or any other object that is brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

SNACK

Each child brings in his or her own snack for the day. As we strive to encourage good nutrition, we ask that you choose snacks carefully. Healthy snack suggestions include: cheese sticks, carrots, fresh fruit, crackers, dry cereals (Cheerios, Chex), popcorn, pretzels and yogurt. Please include a drink for snack time. No peanuts, please.

TARDINESS

The learning experience is a sequential process building on earlier skills. Children that are consistently dropped off late not only disrupt the class time but run the risk of missing out on an important experience.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat, and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

TOILETING GUIDELINES

All students enrolled in the Saint Ambrose Catholic School Pre-Kindergarten program are expected to be fully toilet trained and capable of adequately cleaning themselves following toilet use. No “pull-ups”, training pants or diapers are permitted. Teachers and aides will provide verbal assistance and oversight and may not provide physical toileting assistance. Children using “flushable” wipes must provide them from home.

Young children may have unexpected toileting accidents and these will be treated with understanding and the necessary clean-up assistance. However, following a 30 day transition period from the first day of school, no student experiencing more than four (4) accidents in a 30 day period shall be permitted to continue in school. A mandatory one month, home retraining period, will be required before returning to school.

TOYS

We ask that children do not bring toys from home unless specified by the teacher.

TRANSPORTATION

Be sure your child fully understands transportation arrangements before leaving home in the morning. Please, **unless it is an emergency, avoid calling the school at the last minute** to relay a message to your child or another parent.

TROPICAL STORMS

If such an emergency arises during school hours, parents are encouraged to come to school and pick up their children. We will observe the same regulations as Broward County Schools/Archdiocese of Miami regarding school sessions during hurricanes or severe storm days. **Parents, please follow instructions from the local television and radio stations.**

TUITION

FACTS will be collecting tuition starting in August and ending in May.

UNIFORMS

The children may wear the casual uniform (P.E.) or uniforms purchased from Saint Ambrose School with black **Velcro** sneakers, and socks. The children visit the playground on a daily basis. (Weather permitting). During the cooler weather and cold days, students are required to wear the blue sweat pants and St Ambrose sweat shirts and windbreakers. These uniforms are also available in the school office.

Children are required to carry a folder-sized blue backpack to school every day. Please be sure that your child’s backpack does not depict any characters of violence.

VOLUNTEERS

We welcome parents as volunteers. There is always something that needs to be cut, pasted, copied, laminated, painted, repaired etc. Our Home and School Association is responsible for implementing all volunteer programs and fund raisers that will directly benefit Saint Ambrose Catholic School. All volunteers working in the classrooms must fill in an Archdiocese of Miami volunteer form, be fingerprinted by the Archdiocese of Miami, and complete the VIRTUS training – Protecting God’s Children program. Programs will be offered throughout the school year. Please refer to the school calendar that is on the website. The calendar will be updated as needed.

WEAPONS POLICY

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

POLICIES AND DISCIPLINE

Discipline means respect for others, helping the child feel good about himself, setting limits, and helping the child learn to control himself. Discipline consists of time out. If a negative behavior continues, the teacher will request a conference.

The Discipline policy at Saint Ambrose is one of “**loving limits**”. This policy includes:

Preventive Discipline - Structuring the program and environment for maximum benefit and interest of the children.

Self Control - Guiding the children in a loving way to understand the need for such control.

Discussions - Explaining more directly the limits of behavior.

Short Term Separation - “Time Out” chair

AT NO TIME WILL PHYSICAL PUNISHMENT BE USED, NOR ANY METHOD THAT UNDERMINES THE CHILD’S SELF-ESTEEM.

While Saint Ambrose Catholic School attempts to meet the needs of every child in our learning community, if it becomes apparent that the school is unable to accommodate the particular needs of a child, Saint Ambrose may, at its sole discretion, request that the child be withdrawn from school.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Saint Ambrose Catholic School
Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, or Organizations Policy, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)