

St. Ambrose Catholic School Home and School Association

2015 – 2016 Parent Handbook

Faith Theme: Holiness is Within Us

ST. AMBROSE SCHOOL HOME AND SCHOOL ASSOCIATION

“Education is a partnership between home and school”

2015 – 2016 Parent Handbook

The success of every child is dependent upon the cooperation of the school and family. Through St. Ambrose School (SAS) and Home and School Association (HSA) your child will learn the value of education. As the school and family work together, the child is nurtured in a way that encourages intellectual, physical, social, emotional, moral, and spiritual development. The Home and School Association is the vehicle whereby parents can participate in the school through volunteer hours and fundraising activities. This Association shall have as its goal the maintenance of the academic and spiritual quality of education provided by St. Ambrose School. We hope that you will join us in making this school year a huge success.

The HSA objectives are:

- A. To promote open communication between parents/guardians, faculty and administration;
- B. To promote a spirit of good will and cooperation among the parents/guardians, faculty, administration, School Advisory Board and the parish community of St. Ambrose;
- C. To direct and coordinate parental support of St. Ambrose School and parish through social and fundraising functions; and
- D. To foster the participation of the parents/guardians and the parish as advocates of any legislation that affects Catholic education.

You will find included in this handbook:

- A. HSA officers and their responsibilities
- B. St. Ambrose staff and faculty
- C. Guidelines for volunteer service and fundraising activities
- D. 2015-16 HSA Calendar of Events

Thank you in advance for your support throughout this school year.

2015– 2016 Home and School Association Officers

Carol Vance	240-620-6778	hsapresidentsas@gmail.com	President
Karen Joy	301-599-6234	kamjoy42@gmail.com	Vice President
Kimberly Boykin	301-805-9223	kjboykin95@gmail.com	Treasurer
Kara Penn	301-928-6590	karalpenn@gmail.com	Secretary

Home and School Association Officers’ Responsibilities

Carol Vance	Karen Joy	Kimberly Boykin	Kara Penn
Opening School Week	Babysitting Services	Bulletin Boards	Restaurant Night
Back to School Nights	School Beautification	Raffles	HSA Meetings
Room Parent	Halloween Family Fun Night	Box Tops for Education	HSA Meeting Minutes
Casino Night	Middle School Dance	Catholic School Week	Nominations Committee
Grandparents' Day	Wish List	SCRIP/KidStuff	HSA Skate Night
Oversee HSA General and Executive Mtg	Date night Fun night	Hospitality Committee	Talent Show
Welcome Back to School Picnic	Welcome Back to School Picnic	Welcome Back to School Picnic	Welcome Back to School Picnic
Meeting Agendas	Movie Night	Giant A+ and Target Programs	World Famous Chocolates

The 2015 – 2016 Faculty and Staff of Saint Ambrose School

Mrs. Dian Carter, Principal
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Mrs. Cheryl Conto, Administrative Assistant
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Mrs. Mary Sims, Finance Officer
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Mrs. Kristie Harvey, Secretary
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Mrs. Margaret Heer, Pre-Kindergarten
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Mrs. Khylah Settle, Pre-K Teacher's Assistant
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Ms. Melissa Howell, Kindergarten
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Mrs. Maria Nogay, First Grade
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Mrs. Henrietta Grant, First Grade Teacher's Assistant
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Mrs. Elizabeth Carey, Second Grade Teacher's Assistant
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Ms. Jennifer Blaine, Third Grade
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Ms. Holly Hall, Fourth Grade
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The 2015 – 2016 Faculty and Staff of Saint Ambrose School

Ms. Kelly Whelan, Fifth Grade, 5-6 Language Arts/Literature
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Mrs. Angela Woods, Fifth Grade Math/Science, Eighth Grade Algebra II
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Ms. Erika Harding, Sixth Grade, 7-8 Language Arts/6-7 Literature
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Mrs. Renee Moreno, 7M Seventh Grade / 5-8 Religion / 6-8 Family Life
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Dr. Godfrey Ndifon, 7N Seventh Grade / 6-8 Science
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Mrs. Lorelei Matics, Art Education
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Mrs. Heidi Porcari, Librarian / Primary Reading Support
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The 2015 – 2016 Faculty and Staff of Saint Ambrose School

Mrs. Simone Harrison, Resource Teacher
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Mrs. India Queen, ESP Director and PM PreK assistant (afternoon)
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Ms. Gerianna Massimini, Band Director
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Mrs. Katie Troyner, Lunch Coordinator
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Guidelines for Volunteer Service and Fundraising Activities

The HSA Executive Board has prepared this handbook to aid in understanding how the St. Ambrose HSA functions. The handbook is full of useful information and offers a variety of volunteer service and fundraising opportunities. Our goal is to get everyone involved during the entire year without overwhelming any of our volunteers. It is our sincere hope that none of us get wrapped up counting hours or dollars just to meet a requirement but rather that we do everything we can to help create the best school possible.

We strive to create the best learning environment possible for our children. Tuition only covers a portion of the costs of operating the school. By requesting parents/guardians volunteer to perform tasks that would otherwise necessitate increased tuition, we are able to offer families alternative ways to contribute to the operation of the school and the education of our children.

VOLUNTEER SERVICE

Each family will be required to render 30 volunteer hours to the school support programs each school year. Hours must be completed by an adult member of the family, and may be completed by grandparents or other family members that are at least 18 years old. Special consideration will be given to single parent households. Each family who wishes to be considered as a single parent household is required to complete a certification attesting to this status. A letter must be sent to the principal to be considered for a reduced volunteer requirement. This certification is an annual requirement. Please note that it is the responsibility of the parent to provide an update should the household status change.

Failure to complete the required number of volunteer hours will result in a charge of \$15 per hour. Please note: report cards will be retained for any unpaid balances.

If you have not already signed up for a committee(s), you will have an opportunity to do so at each HSA parent meeting or feel free to contact any officer or committee chairperson. Volunteers will be required to record time with a committee chairperson by signing the provided meeting attendance form. The form will be turned in to the school office by the chairperson for processing to ensure that the hours are entered into the school's database.

Virtus Training and Fingerprinting

If you would like to volunteer for a committee or fundraiser that involves working with students, you are required to be in compliance with the Archdiocesan mandate requiring attendance at the training session titled, “Protecting God’s Children for Adults”. Additionally, you must have computer fingerprints on file with the Archdiocese of Washington. If you have questions on the Virtus program or want to verify your status please call the St. Ambrose School Office at 301-773-0223.

Volunteer hours are NOT awarded for the following activities:

- A. Attendance at school activities such as plays, concerts, parent nights and sports events
- B. Adult education or enrichment activities that are NOT sponsored by the Home and School Association
- C. Purchase of fundraising materials
- D. Team moms/dads for CYO sports programs
- E. Other Activities, which are determined by the HSA Executive Board as not meeting the volunteer criteria

Volunteer Opportunities

Academics and the enhancement of our children’s learning abilities and the enrichment of their learning experiences is always the number one priority. Volunteers for these programs work directly with students. They receive guidance and instruction from the classroom teachers and/or the principal. Volunteers must be committed, tolerant, patient, and Virtus cleared.

1. ***Lunchroom and Playground Monitors** – Individuals assist with the oversight of the students while they eat lunch and/or play on the playground. These activities occur between 11:30 am and 1:00 pm.
2. ***Music Support** - Volunteers assist with the upkeep and maintenance of the band. They may be asked by the band instructor or choir director to assist with events and programs.
3. ***Library Aides** – Volunteers assist students with book selections, help with book sales and assist with daily functions such as organizing materials and replacing books on shelves. They may also be asked to help with taking inventory or assisting with Book Fair.
4. ***Field Trip Chaperones** – Volunteers assist the teachers with the students when they are transported to locations away from the school grounds. The

teachers coordinate chaperones. Families are limited to chaperoning one trip, per child, per school year.

5. ***Hot Lunch** – Several areas require assistance including cooking, set-up, food purchasing and preparation, clean up, and of course, serving the hungry eaters. Please note you must sign up in the school office to participate as a hot lunch volunteer.

**Virtus Trained and fingerprinted required*

Clear, concise, open, two-way communication is the key to the successful completion of any endeavor. The volunteers in these areas are vital to all undertakings by the HSA.

1. **Grandparents Day Committee** – This committee arranges for a fun filled, exciting adventure for the Grandparents of our students. They plan and prepare a lunch and reception. The reception will usually include a speaker, door prizes and a raffle.
2. **Welcome Back to School Cookout** – Join this committee and help plan our cookout and welcome new comers and veterans back to school.
3. **Hospitality Committee** – The members of this committee are mainly responsible for the set up and clean up for the monthly Home and School meetings, and the serving of refreshments immediately following each meeting. This committee has been noted for their invaluable assistance during Sacramental Receptions, Graduation Receptions, Teacher Luncheons, and other special activities.
4. **School Beautification Committee** - The beautification committee will assist in the care and maintenance of the school grounds. They will inspect and report needed repairs to the HSA. The committee will meet periodically throughout the year, primarily on weekends to “spruce up” the exterior. This may include, but not be limited to; planting flowers, minor weeding, minor repairs to playground equipment and minor painting of items such as railings.
5. ***Room Parent** – A parent who assists with the planning and organization of classroom activities usually relating to a holiday or day of special recognition. These activities usually encompass events relating to Halloween, Christmas, Valentine’s Day, Catholic Schools Week, and the end of the year parties. At least one room parent is needed for each class to ensure that all students are able to share in the excitement of these occasions. Room parents are also required to; attend two meetings a year (coordinated by the room parent coordinator) and make phone calls on

behalf of the Student Council, HSA and the school in general, especially in an emergency situation. A more detailed list of responsibilities will be distributed at the first meeting.

6. ***Movie Night** –During a fun filled evening the students will enjoy a movie and dinner. Plenty of volunteers are needed for this event.
7. **Wish List** – This HSA Officers work with the teachers to purchase some of their wish list items.
8. **Raffle Committee** – Volunteers on this committee will order tickets, maintain the distribution list of the raffle tickets, distribute tickets, follow up to ensure tickets and money is returned within the specified timeframe. All records should be submitted to the office. The raffle may take place either in the fall and/or spring of the year and will be determined by the Home and School Association each year. The cost of each ticket you sell will go towards your fundraiser requirements.
9. **Casino Night** – This fun filled **ADULT ONLY** event gives us an opportunity to raise funds for the school, enjoy refreshments and music and take a chance at Lady Luck. The cost of each ticket you buy/sell will go towards your fundraising requirement.
10. **KidStuff** – KidStuff is a coupon savings book for shopping, food and activities. Earn \$12.50 for each coupon book sold. Coupons in the book are good through December of the following year.
11. **Giant / Target** – Register your Giant Card (using school code 00630) and your Target credit card (using school code 17913); shop at these two stores and they will send us a donation based on our purchases. Encourage grandparents, friends and other family members to register their cards. Credits are not given towards the fundraiser requirements.

Giant's website: www.giantfood.com/aplus

Target's website: www.target.com/tcoe

12. **Scrip** – Scrip is a fundraising program in which gift cards and certificates are purchased by St. Ambrose School from retailers at a discounted rate. Families and friends can purchase gift cards for everyday items (groceries, gas, restaurants) from St. Ambrose HSA at face value. After you have spent \$100 for Scrip Cards, you will earn 5% credit for each additional \$100 spent. This committee will need on-going assistance ordering and distributing the gift cards.

13. **Box Tops for Education**– This committee counts all the clipped box tops submitted by SAS families and friends. It does not require virtue training, as counting is done after school hours. Join this committee and help SAS reach our \$1,000 goal.
14. **World’s Finest Chocolate** – St. Ambrose Families have an opportunity to earn \$30 or more towards their fundraising responsibility.
15. ***Talent Show** – Volunteers on this committee, while supporting St. Ambrose’s very talented students, will assist with theme choice, decorations, ticket sales, food service, communication of the event and stage handling. This is also a great opportunity to earn lots of volunteer hours.
16. ***Halloween Family Fun Night** – Volunteers on this committee will help plan and execute this most successful event. This event allows the Cheverly community, friends and family of Saint Ambrose School to enjoy an evening of food, fun and fellowship.
17. ***Middle School Dance** – This dance is for our middle school students to come out and enjoy themselves. As a member of this committee you will earn volunteer hours by assisting with decorations, ticket sales, food service and monitoring of the students.
18. **HSA Skate Night** – Come have fun with the HSA at Skate Night! This is a great opportunity to fellowship with family, friends and the HSA board members. Volunteers will be needed to assist with ticket sales and distribution.
19. ***Catholic Schools Week** – National Catholic Schools Week is the annual celebration of Catholic education in the United States. During this week most schools observe National Catholic Schools Week with Masses, open house and other activities for students, families, parishioners and community members. For Catholic Schools Week we will need several volunteers to help with various activities throughout the week of January 31, 2016 to February 6, 2016.
20. **Nomination Committee** – This committee is in charge of making sure the election of our HSA board members goes off without a hitch. As a member of this committee you will contact the nominees, make their biographies available, support the ballot process, announce the newly elected officers and support the transition of the newly elected officers.

21. ***MLK Service Project** – The MLK Day of Service will give students and their families an opportunity to serve the community and give back to those less fortunate on the MLK holiday. Consistent with the values of the Church, the project will be centered around providing food, clothing and support to the needy and the sick. Volunteers are needed to help plan and organize the event and to assist the participants with the projects on MLK Day. Volunteers do not need to be Virtus trained to plan, but will need to be trained to work during the event on MLK Day.

** Virtus Trained and fingerprinted required*

FUNDRAISING ACTIVITIES

Fundraising is an area that is extremely vital to the continued growth of the students' learning environment. With today's rapidly advancing technology, it is imperative that funds are available for new equipment, staff and building improvements. Fundraising provides a means towards achieving these goals without placing additional financial burdens on families through tuition increases. The revenue raised by these activities, along with the tuition, provide the financial backbone for the school.

Fundraising Requirement

Currently, each family is responsible for \$180.00 in fundraising revenue. Any balance not met will result in your account being billed at the end of the year. Please note, report cards will be retained for any unpaid balance.

Currently, credit towards fundraising requirements is ONLY awarded for the following:

- School Raffles
- KidStuff Coupon Book Sales
- Casino Night Tickets
- SCRIP
- World's Finest Chocolate Sales
- Cash donation
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Fundraising credit will NOT be given for:

1. Wish List, Casino Night, or Fall Festival donations (*a donation letter will be given upon request*)
2. Expenses incurred by room parents
3. Expenses incurred by coaches or team parents for CYO sports programs

2015 - 2016 HSA Calendar of Events

AUGUST 2015

- 31st First Day of School

SEPTEMBER 2015

- 9th Back to School Night – Elementary School 6:30pm
- 9th Family Raffle Begins
- 10th Back to School Night – Middle School 6:30pm
- 24th HSA Parent Meeting 6:30pm
- 24th Family Raffle Ends
- 26th Back to School Cookout 11:00am – 3:00pm

OCTOBER 2015

- 15th HSA Executive Board Meeting 6:30pm
- 24th Halloween Family Fun Night 6:00pm – 9:00pm
- 24th Middle School Dance 6:00pm – 9:00pm

NOVEMBER 2015

- 9th World's Finest Chocolate Fundraiser Begins
- 14th Talent Show 6:30pm – End
(Please see below for important dates)
- 19th HSA Parent Meeting 6:30pm
- 30th World's Finest Chocolate Fundraiser Ends

DECEMBER 2015

- 3rd HSA Executive Board Meeting 6:30pm

JANUARY 2016

- 21st HSA Parent Meeting 6:30pm
- 31st Catholic Schools Week Begins
- 31st Open House 11:00am – 1:00pm

FEBRUARY 2016

- 1st Pennies for Patients Fundraiser
- 6th Casino Night (Fannon Hall) 7:00pm – 12:00am
- 25th HSA Executive Board Meeting 6:30pm

2015 – 2016 HSA Calendar of Events

MARCH 2016

- 17th HSA Parent Meeting 6:30pm

APRIL 2016

- 7th Spring Raffle Begins
- 14th HSA Executive Meeting 6:30pm
- 28th Spring Raffle Ends

MAY 2016

- 9th Grandparents Day 8:30am – 12:30pm
- 12th Last HSA Parent Meeting 6:30pm

JUNE 2016

- 2nd Last HSA Executive Meeting 6:30pm
- 15th Last Day of School 12:00pm

Talent Show Important Dates

Committee Meetings

Tuesday September 8, 2015	6:30-8:00pm
Tuesday, October 6, 2015	6:30-7:30pm
Tuesday, October 27, 2015	6:30-7:30pm
Tuesday, November 10, 2015	6:30-7:30pm

Talent Show Rehearsals

# 1 Thursday, September 17, 2015	3:30-5:00pm
# 2 Thursday, October 1, 2015	3:30-5:00pm
# 3 Thursday, October 22, 2015	3:30-5:00pm
# 4 Thursday, November 12, 2015	12:15pm- 3:00pm – Dress Rehearsal

Talent Show Set Up

Friday, November 13, 2015	7:00pm-End
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Talent Show – Arrival Time 4:30

Saturday November 14, 2015	6:30pm - End
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Get Excited!! Be Involved!!