

# *Saint Adelaïde Catholic Academy* *Parent/Student Handbook*

*2018-2019*



**Developing Catholic Stewards, Scholars and Leaders**

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# **Welcome to the 2018-2019 School Year**

## **Developing Catholic Stewards, Scholars and Leaders**

Welcome, St. Adelaide Families!

As we look forward to the new school year, we welcome our new families and look forward to partnering with all our families in the education of your children. We begin this year focusing on our spiritual theme, “Speak Gently, Love Kindly, Walk Humbly”. Throughout the year we will focus on ways to interact with each other using these attributes. In addition, our school will be going through the accreditation process. Last year, we spent time evaluating our school program. We received input from staff, parents, students and parish members to create a Self-Study focused the impact of our program on student learning.

Saint Adelaide Academy provides a Catholic experience where children are instructed, motivated, and guided by the traditions, principles and ideals of our Church and our country. As a ministry of the parish, we are committed to providing a quality education with an emphasis on the Catholic teachings and values. The faculty and staff, together with the parents, create a partnership to achieve this goal.

In order to facilitate this partnership, the Parent/Student Handbook has been revised to enable you to find answers to questions on the day-to-day operations of the school. If you are unable to find an answer, please call the school office for assistance.

While the handbook has been revised, it is impossible to cover every aspect of school life that may come up during the school year or to address future issues and trends. The school administration reserves the right to handle questionable issues and trends.

Let us begin this school year grounded in the mission of St. Adelaide Catholic Academy:

***Saint Adelaide Catholic Academy fosters personal academic success and spiritual self-awareness in each student. We are dedicated to building a Christ-centered community that promotes respect, diversity and dignity. Our mission is to provide students with the specific skills they need to be successful Catholic stewards, scholars and leaders.***

I thank you for your commitment to Catholic education and all that you do to support St. Adelaide Academy. I invite you to become involved in our school community. As your Principal, I hope you feel comfortable to come speak with me or email your needs and concerns. Together we can make St. Adelaide Academy a positive learning environment for your children. Your dedication and commitment is what makes this school so special.

God Bless,  
Ms. Barbara Malouf  
Principal

*Handbook was revised in July 2018 and supersedes all previous handbooks.*

# **Our Patroness: Saint Adelaide**

## **Empress of the Holy Roman Empire**

Born in the year 931, Saint Adelaide played a significant role in the history of Europe and in the spread of Christianity. At the young age of 16, Adelaide was Queen of Italy. At the age of 20, she was Queen of both Italy and Germany. At the age of 31, she was named Empress of the Holy Roman Empire. However, in between, she had some heavy loads to carry: agonizing decisions, abrupt changes, and even tragic heartbreaks. In the eyes of the Catholic Church, her greatness did not consist so much in the influence she exerted on the people of her time, but rather in certain moral virtues, which she practiced to a heroic degree. Adelaide was more than just a queen; she was a saint.

Saint Adelaide was only 16 years of age when she married young King Lothar, nominal King of Italy. King Lothar was an outstanding man and Adelaide would have been very happy at his side. However, a powerful enemy, Count Berengarius of Ivrea, attempted in various ways to undermine King Lothar. Young King Lothar died mysteriously in November of 950 and was buried at Milan. Saint Adelaide was now a widow at the age of 19. Berengarius tried to force her to marry his son, Adelbert. Adelaide refused. She was thereafter harassed and persecuted.

On April 20, 951, Adelaide was arrested by the order of Berengarius and put in prison. Berengarius ordered that Adelaide be thrown into the dungeon of a secluded castle in the mountains – the Castle Garda near Lake Garda. Adelaide escaped. Together with two companions, a servant and a priest (whose name was Martin), she was able to tunnel out. She escaped to the fortress of Canossa where she was given refuge through the kindness of Bishop Adelard.

The news of all that had happened reached the ears of King Otto of Germany. The brutalities of Berengarius gave Otto reason enough for a military campaign. Berengarius decided to avoid battle with the army of King Otto, who then proceeded to occupy Pavia. Shortly thereafter, Otto proposed marriage to Adelaide. Adelaide accepted. On Christmas Day in 951, the wedding of King Otto and Queen Adelaide took place. She now returned with her husband to Germany. A great conspiracy was organized against Adelaide and King Otto.

Some of the most beautiful areas of Germany were destroyed in the war that followed. King Otto finally emerged victorious, and Saint Adelaide's position became more and more powerful. Count Berengarius caused all kinds of problems again, and the Pope appealed to King Otto for help. Otto assembled his army, marched on Rome, and restored order. The year was 962. The Pope crowned Otto and Adelaide Emperor and Empress of the Holy Roman Empire. Berengarius was finally trapped in the fortress of San Leone and was banished by Otto to Bamberg. He died in 966.

The Empress Adelaide endeared herself to the German people. She had five children, but the first died in infancy. In 972, Adelaide provided the money for the construction of the great Benedictine Church of the Holy Saviour of Pavia. This historic church still stands today and is known as "Saint Adelaide's Church." Saint Adelaide died in 999. Her feast day is December 16.

# **History of Saint Adelaide School**

The new millennium finds St. Adelaide Academy on the threshold of new opportunities of service to its students, families, and community. We look forward to the future, while gratefully remembering what we have been allowed to accomplish throughout the past years.

Out amid the orange groves, Father Hugh McNellis had just established this parish when he recruited the Sisters of the Immaculate Heart to staff the new school. Since it opened in 1962, St. Adelaide School has been a vital part of the Highland area.

In 1972, Father Pat O'Keefe invited the Presentation Sisters to come from Ireland to staff the school. They continued to build upon and improve the high standards of religious and academic excellence that had been established at St. Adelaide School. In 1977, the Kindergarten became a self-sufficient, full time class. In 2008, the preschool program was adopted. That was when we attained our full complement of classes as they are today.

Under the direction of the Presentation Sisters, St. Adelaide School continued to grow and prosper. Families placed their children and, later, their grandchildren in our care. The stability of the faculty was an asset which helped to provide continuity and growth for this family oriented school. More recently, our school prospered under the direction of members of the Sisters of Mercy.

In 1987, Highland became an incorporated city and our school population expanded with the Mountain Shadows housing development of the 60s and 70s. The East Highland housing expansion of the 80s, which is continuing to this day, has also brought in new students. In 2001, St. Adelaide School absorbed some of the students from the closure of Saint Anne School.

The mobility of our society, with a large percentage of parents who drive a great distance to work, has presented a challenge to St. Adelaide School. An after-school program was initiated, which proved to be a needed addition, as it has grown in attendance throughout the years.

In 2008, we added a preschool program, which continues to grow. This was needed for many of our school and parish families who were looking for a nurturing environment for their preschoolers.

In looking for ways to improve the educational opportunities of our students, technology is integrated into the curriculum. Our students frequently participate in the Diocesan Academic Decathlon, the Science Fair, the Knights of Columbus Spelling Bee and other academic competitions.

For over fifty years, our traditions and successes have inspired us, and we continue to draw from those experiences as we move forward. Teaching and guiding the young to become joyful, lifelong learners who recognize God as their primary educator and source of all happiness is a challenge that never ceases. May St. Adelaide Academy have the privilege to continue its mission to educate future generations who will make this earth a home for all.



## **Faculty and Staff**

<b>Title</b>	<b>Teacher</b>	<b>Extension</b>
Pastoral Coordinator	Mr. Fernando Solorio	
Principal	Mrs. Barbara Malouf	302
Vice Principal	Mrs. Teashia Lopez	321
Director of Preschool	Mrs. Mary Jo Suquett	307
Preschool Teacher	Miss Katie Hernandez	308
Prekindergarten Teacher	Mrs. Connie Muldoon	322
Transitional Kindergarten Teacher	Mrs. Connie Muldoon/Mrs. Valerie Padilla	322
Kindergarten Teacher	Mrs. Mary Jo Suquett	307
1st Grade Teacher	Mrs. Teashia Lopez	321
2nd Grade Teacher	Mrs. Laura Hall	303
3rd Grade Teacher	Mrs. Peggy Kluge	304
4th Grade Teacher	Mrs. Jennifer Fishburn	316
5th Grade Teacher	Mr. Jay Husfloen	317
6th Grade Teacher	Mrs. Mary Pettitt	397
7th Grade Teacher	Ms. Hanna Khan	319
8th Grade Teacher	Mrs. Annie Taylor	305
Physical Education Teacher	Mr. Dan Cadreau	300
Director of Athletics Extended Care Supervisor (AM)	Mr. Leo Chrisman	300
Teacher's Aide/Extended Care Director	Mrs. Rose Torres	300
Office Manager/Bookkeeper	Mrs. Virginia Hernandez	300
Office Assistant/Teacher's Aide	Mrs. Sheila Ramos-Landagora	300
Office Assistant/Lunch/Teacher	Mr. Frank Beltran	300
Facilities/Maintenance	Mr. Gilbert Mayorga	300

E-MAIL ADDRESSES for all of the Teachers/Staff

1<sup>st</sup> letter of first name full last name@sbdiocese.org

Example: [bmaloof@sbdiocese.org](mailto:bmaloof@sbdiocese.org)

VOICE MAIL for all teachers and staff members:

Dial the school phone number, (909) 862-5851, wait for the message and then dial the teacher's/staff's extension number listed above.

# School Calendar

Month	Mon.	Tues.	Wed.	Thur.	Fri.	Remarks	Revised 6/25/18					
<b>August</b>			1	2	3							
(8 Days)	6	7	8	9	10	8/7-9 Principals Retreat						
	13	14	15	16	17	8/14 & 8/15 New Principals and Teachers Inservice						
	20	EM 21	22	23	24	8/21 First Day of School/Minimum Day; 8/24 No School/Diocesan Opening Liturgy						
	27	28	29	30	31	8/30 Back to School Night						
<b>September</b>	3	4	5	6	M 7	9/3 No School/Labor Day; 9/7 Minimum Day/Faculty Meeting						
(18 days)	10	11	12	13	14							
	17	18	19	20	21	9/25 STAR Testing Window						
	24	25	26	M 27	28	9/27 Minimum Day; 9/28 No School/Carnival Prep 9/28 - 9/30 Carnival						
<b>October</b>	1	2	3	4	5	10/4 Progress Reports; 10/5 No School/Catholic School Specialization Inservice						
(21 days)	8	9	10	11	M 12	10/12 Minimum Day/Faculty Meeting						
	15	16	17	18	19							
	22	23	24	25	26	10/26 No School/WCEA Prep Day; Trunk A Treat						
	29	30	31			10/31 Halloween Parade						
<b>November</b>				1	M 2	11/2 Minimum Day/Faculty Meeting; 11/3 40th Anniversary Mass - Yucaipa 10am						
(16 days)	5	6	7	8	M 9	11/9 Minimum Day/Wellness Fair						
	12	13	14	15	T 16	11/12 No School/Veteran's Day; 11/16 End of First Trimester T						
	19	20	21	22	23	11/19-11/23 Thanksgiving Holidays						
	26	27	M 28	M 29	M 30	11/28-11/30 Minimum Days/Parent Conferences						
<b>December</b>	3	4	5	6	7	12/6 BISHOP'S GOLF TOURNAMENT						
(14 days)	10	11	12	13	14							
	17	18	19	M 20	21	12/19 Christmas Program; 12/20 Minimum Day/Christmas Parties						
	24	25	26	27	28	12/21 - 1/4 Christmas Vacation						
	31											
<b>January</b>		1	2	3	4							
(17 days)	7	8	9	10	M 11	1/7 School Resumes; 1/11 Minimum Day/Faculty Meeting						
	14	15	16	17	18	1/14-1/30 STAR Testing Window; 1/16 Science Fair; 1/18 Progress Reports						
	21	22	23	24	25	1/21 No School/Martin Luther King Day						
	28	29	30	31		1/27 Book Fair/Open House/Mass; 1/28 No School/WCEA Prep Day						
<b>February</b>					M 1	1/27-2/3 CATHOLIC SCHOOLS WEEK; 2/1 Minimum Day/Faculty Meeting						
(17 days)	4	5	6	M 7	8	2/5-2/7 WASC/WCEA Accreditation; 2/7 Minimum Day; 2/8 No School/Curriculum Articulation						
	11	12	13	14	15	2/11 No School/WASC Celebration						
	18	19	20	21	22	2/18 No School/Presidents Day						
	25	26	27	28	M 1	3/1 Minimum Day/Faculty Meeting; 3/2 Academic Decathlon						
<b>March</b>	4	5	6	7	T 8	3/6 Ash Wednesday; 3/8 End of Second Trimester T						
(20 days)	11	12	13	14	15	3/14 Report Cards; 3/15 No School/Faculty Retreat						
	18	19	20	21	M 22	3/22 Minimum Day/Faculty Inservice						
	25	26	27	28	29							
<b>April</b>	1	2	3	4	M 5	4/5 Minimum Day/Faculty Meeting						
(16 days)	8	9	10	11	12							
	15	16	17	M 18	19	4/18 Minimum Day/Holy Thursday; 4/19 Good Friday; 4/19-4/26 Easter Break						
	22	23	24	25	26							
<b>May</b>	29	30	1	2	M 3	4/29-5/10 STAR Testing Window; 5/3 Minimum Day/Faculty Meeting; Progress Reports						
(22 days)	6	7	8	9	10							
	13	14	15	16	17							
	20	21	22	23	M 24	5/24 Minimum Day						
<b>June</b>	27	28	29	30	31	5/27 No School/Memorial Day						
(7 days)	3	4	5	6	7	6/7 No School/8th Grade Graduation						
	10	11	W 12	13	14	6/12 Minimum Day/Last Day of School; 6/17-6/21 Student Leadership Week						

# **Mission and Philosophy Statements**

## **Mission Statement**

**Saint Adelaide Catholic Academy  
fosters personal academic success and spiritual self-awareness in each student.**

**We are dedicated to building a Christ-centered community  
that promotes respect, diversity and dignity.**

**Our mission is to provide students with the specific skills they need  
to be successful Catholic stewards, scholars and leaders.**

## **Philosophy Statement**

**Saint Adelaide Academy is dedicated to our Mission of devoutly living our Catholic faith within our school, parish, and civic communities. The academy fully integrates our Catholic beliefs into daily learning experiences through our Schoolwide Learning Expectations. We build a Catholic Christian foundation that guides our students into their future. We partner with parents as the primary educators of their children's academic and spiritual growth.**

**Saint Adelaide Academy exists to teach our students to live their Catholic faith and use the teachings of Christ as their guide for making wise moral choices throughout their lives.**

**We provide students with the specific skills they need to be  
successful Catholic stewards, scholars and leaders.**

***“Train up a child in the way he should go,  
and when he is old he will not depart from it.” Proverbs 22:6***



# **Schoolwide Learning Expectations**

## **Saint Adelaide Academy students are**

### **Faithful Catholic Christians who:**

- Live gospel values in their everyday lives
- Serve others and make use of their God-given talents
- Communicate with others about their faith
- Use different methods of prayer in daily life
- Develop a spiritual self-awareness

### **Effective Lifelong Learners who:**

- Understand how to seek information from multiple resources
- Actively pursue personal academic growth
- Use critical thinking skills to manage time, set goals and take responsibility for their own academic progress
- Understand how to effectively communicate through writing, speaking and listening
- Apply learned skills and knowledge in their daily lives

### **Responsible Citizens of God's World who:**

- Honor diversity and respect others
- Express their opinions while respecting those of others
- Actively demonstrate a commitment to help those in need
- Accept responsibility for their own choices and how others may be affected by them
- Value the protection of life and the Earth's resources

With these learning expectations, Saint Adelaide Academy develops the students to build a strong personal relationship with God, a love of learning, and an understanding of their responsibility to God's creation. The Academy strives to supplement and refine influences of the home and community environment in order to develop the whole person spiritually, intellectually, socially, morally, emotionally and physically.

## **School Motto**

DEVELOPING CATHOLIC STEWARDS, SCHOLARS AND LEADERS

## **School Pledge**

I am a St. Adelaide Mustang.

I pledge to be a faithful Catholic Christian; I will do everything in love.

I am a lifelong learner; I will learn something new every day.

I am a responsible citizen of God's world.

I will take care of everything God created.

I pledge to do these things with the help of Jesus Christ. Amen

# **Description of School Roles**

## **Code of Conduct Policy**

It is the policy of the Diocese of San Bernardino that sexual misconduct by clergy, employees or volunteers of the Diocese while performing the work of the Diocese is contrary to Christian principles and is outside the scope of the duties of all personnel of the Diocese. Personnel of the Diocese shall not commit acts of sexual misconduct, shall comply with state and local laws pertaining to the reporting of known or suspected instances of sexual misconduct, and shall follow all requirements set forth in this Code of Pastoral Conduct. The Policy is intended to establish requirements and procedures in an effort to prevent sexual misconduct in the Diocese and the resulting harm to others while the work of the Diocese is being performed. It is intended to provide guidance to the personnel of the Diocese on how to respond to allegations of sexual misconduct, if any do occur. It is expressly understood that this policy is designed for application to each and every prospective clergyman, prospective employee and prospective volunteer of the Diocese.

## **Responsibilities of the Principal**

- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To provide instruction in the principles of good behavior and citizenship
- To develop a sound financial school plan
- To build the capacity of the faculty by providing staff development opportunities, evaluations and classroom observations
- To develop, with the support of parents, a strong financial development program
- To support the faith development of the faculty, staff, students and parents
- To work with teachers, parents and students toward academic, social and faith building success
- To lead in developing and establishing school rules within the limits of policy
- To support Faculty/Staff/Volunteers in establishing and maintaining control
- To deal with cases of misconduct
- To notify parents when referrals of a serious nature are made
- To refer student problems to the appropriate outside agency as needed
- To keep documentation of all discipline problems referred by teachers/staff and keep all appropriate persons informed of actions taken
- To develop effective communication with students, staff and parents
- To develop an accountability to ensure academic rigor, effective discipline practices and management of school site
- To ensure that all substitutes are provided when needed
- To lead the school as the Chief Operating Officer of the school program and facility

## **Responsibilities of the Vice Principal**

- To carry out all of the above duties in the absence of the Principal
- To be responsible for all other administrative duties as requested by Principal

## **Responsibilities of the Teachers/Staff**

- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To follow the instructional minutes and provide teaching that addresses academic standards for each grade level
- To provide the Principal regular updates of the classroom progress

- To provide communication directly to the Principal even if it is through e-mail. It is not appropriate to bring concerns that are confidential to office staff or parents.
- To provide academic rigor and follow-up with assessment information through Gradelink every week.
- To enforce policies of the school in maintaining a safe environment
- To practice preventive discipline through well-prepared classes
- To set standards for classroom routine and behavior
- To regularly acknowledge student achievement and behavior
- To provide and maintain the best possible classroom environment for learning
- To maintain classroom control sufficient for the pursuit of learning by each student
- To work closely with parents on individual student growth with effective and positive communication
- To instruct students concerning responsibilities and privileges
- To follow the teacher accountability requirements as directed by the Principal

### **Responsibilities of the Students and Parents**

- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To comply with the rules of the school and the classroom
- To pursue, with their child, the prescribed course of study for the grade
- To support the school financially through donations, program support and fundraising
- To respect and respond to the authority of school personnel and parent volunteers
- To pay for repair/replacement of any damage caused by the student
- To perform school service
- To monitor child's progress through Gradelink
- To regularly communicate with teacher or administrator of any concerns that arise
- To maintain a supportive and professional relationship to ensure respect from all parties
- To attend all school meetings
- To pay tuition on required due dates

# **Admission Policies**

## **Non-Discrimination Policy**

St. Adelaide Academy admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of its educational policies, admission policies, financial assistance and athletic and other school-administered programs.

## **Admission Priority**

St. Adelaide Academy is mindful of its primary mission as an effective instrument of the educational ministry of the Catholic Church and a witness to the love of Christ for all.

St. Adelaide Academy is a Catholic school that gives first priority to the children of families registered as parishioners of St. Adelaide Parish. We welcome students from non-parish Catholic and non-Catholic families according to the space available at the time of registration.

## **Admission Process**

1. Formal application is received.
2. Student and family are interviewed by Principal or designee.
3. Report card and latest test scores are reviewed.
4. Acceptance is based on the student's ability to:
  - a. Meet academic admission standards
  - b. Meet behavioral standards
  - c. Accept and practice the faith and values that are an integral part of the Catholic school community
  - d. Agree to comply with the school philosophy and policies

Candidates will be chosen for admission based on demonstrated academic performance and the potential to be successful at St. Adelaide Academy. All newly accepted students are probationary for the first trimester.

## **Policy for Acceptance of New Students**

### **Preschool**

- Applicants must be 3- or 4 years-old
- Copies of birth and baptismal certificates must be provided
- Up-to-date immunization records must be provided
- Written verification of a physical exam by a doctor must be provided
- Applicants must be successfully toilet trained

### **Transitional Kindergarten**

- Applicants must be 4+ years-old
- Copies of birth and baptismal certificates must be provided
- Up-to-date immunization records must be provided
- Written verification of a physical exam must be provided
- Applicants must be successfully toilet trained

### **Kindergarten**

- Applicants must be 5 years of age by September 1
- Applicants are evaluated for readiness in language, motor skills, perception, overall readiness
- Copies of birth and baptismal certificates must be provided
- Up-to-date immunization records must be provided

### **First grade**

- Applicants must be 6 years of age by September 1
- Applicants are evaluated for language, motor skills and perception
- Report card from kindergarten (if coming from another school) must be provided
- Copies of birth and baptismal certificates must be provided
- Up-to-date immunization records and TB clearance must be provided
- Written verification of physical examination by a doctor must be provided (**after March 1st of Kindergarten year**)

### **Second to Eighth grades**

- Students must be enrolled in good standing in their current school
- Report card and latest test scores (if coming from another school) must be provided
- An evaluation form (supplied by the school) must be filled out by current teacher
- Applicants are evaluated for readiness in Language Arts and Mathematics
- Copies of birth and baptismal certificates must be provided
- Up-to-date immunization records and TB clearance must be provided
- Copy of First Communion certificate (Gr. 3-8) must be provided



## Required Immunizations

Vaccine	4-6 Years Old Elementary School at Transitional- Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
<b>Polio (OPV or IPV)</b>	<b>4 doses</b> (3 doses OK if one was given on or after 4th birthday)	<b>4 doses</b> (3 doses OK if one was given on or after 2nd birthday)	
<b>Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)</b>	<b>5 doses of DTaP, DTP, or DT</b> (4 doses OK if one was given on or after 4th birthday)	<b>4 doses of DTaP, DTP, DT, Tdap, or Td</b> (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/ DTP given on or after 7th birthday for all 7th-12th)	<b>1 dose of Tdap</b> (Or DTP/DTaP given on or after the 7th birthday.)
<b>Measles, Mumps, and Rubella (MMR or MMR-V)</b>	<b>2 doses</b> (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given)	<b>1 dose</b> (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	<b>2 doses of MMR</b> or any measles-containing vaccine (Both doses given on or after 1st birthday.)
<b>Hepatitis B (Hep B or HBV)</b>	<b>3 doses</b>		
<b>Varicella (chickenpox, VAR, MMR-V or</b>	<b>1 dose</b>	<b>1 dose</b> for ages 7-12 years. <b>2 doses</b> for ages 13-17 years.	

\*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

Please refer to the information from the California Department of Public Health for the latest requirements for immunizations. <http://eziz.org/assets/docs/IMM-222School.pdf#page=1&zoom=auto,-265,798>

## **Students with Learning Difficulties and Disabilities**

St. Adelaide Academy does not discriminate against qualified students on the basis of disability if, with reasonable accommodations, the student can meet the school requirements. The school strives to accept every student for whom an appropriate program can be designed and implemented. Unfortunately, some accommodations may not be possible.

After all registration information is received from the prior school and parents have disclosed and provided documents of special needs, the information is evaluated by the Principal and teacher of the grade. A student can be admitted on a probationary status for one month. During this period, our faculty will determine whether our school can meet the student's needs.

## **Re-Registration Procedures**

Re-enrollment is held in the spring of each year to determine how many students are returning. This process includes the filing of the necessary re-enrollment forms and the payment of registration fees. Compliance with this process by the prescribed date will ensure a student's place for the next school year.

<b>March</b>	<b>Letters of Intent and forms go out</b>
<b>April</b>	<b>Letters of Intent and forms due</b>
<b>May</b>	<b>Full Registration fee due (non-refundable)</b>

**All tuition, fees, extended care payments, late payments; fundraising payments and parent participation hours for the current school year must be up-to-date before a student can be enrolled for the new school year.**

**Report cards and/or diplomas will be withheld on the last day of school if any of the above payments are outstanding.**

## **Transfers**

Transfers from St. Adelaide Academy to another school are arranged with the Principal. The receiving school requests academic and health transcripts, which are mailed directly to the new school. A student who transfers takes only his/her personal belongings. The textbooks are loaned to students and must remain at St. Adelaide Academy. Tuition and fees must be current before a transfer, report card or diploma can be issued.

## **Recommended Transfer Resulting from Parental Attitude (Diocesan policy)**

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in *loco parentis* (in the place of the parent) that continuation of the child in the school might be morally impossible. Photographing or videoing of teachers/staff is prohibited without their consent.

# **Tuition and Fees**

## **Annual Registration Fees (Non-refundable)**

The registration fee is for all new and returning students to St. Adelaide Academy. This is a non-refundable fee.

<b>Grade</b>	<b>Fee</b>
Preschool	\$100 Per Child
TK – 8 <sup>th</sup> grade	\$300 Per child

## **Tuition Rates 2018-2019**

Tuition payments are due on the first of the month. All tuition **MUST** be paid through FACTS Management (**online.factsmgt.com**). Any account thirty days past due will result in the student not being allowed on campus. Students will be allowed to return when the account balance is paid in full.

<b># of Students</b>	<b>Grade</b>	<b>Tuition fee</b>	<b>Monthly fee (10 payments)</b>
1	TK-7 <sup>th</sup> Grade	\$ 4,500	\$450
2	TK-7 <sup>th</sup> Grade	\$ 6,500	\$650
3+	TK-7 <sup>th</sup> Grade	\$ 8,000	\$800

## **8<sup>th</sup> Grade Tuition**

<b>Grade</b>	<b>Tuition fee</b>	<b>Monthly fee (10 payments)</b>
8 <sup>th</sup> Grade	\$ 4,900	\$490

Eighth grade tuition covers many of the graduation expenses, but there are additional costs. If your child does not meet the graduation requirements, the fees will NOT be refunded. Additional fundraising may be required.

## **Preschool Tuition**

<b>Grade</b>	<b>Tuition fee</b>	<b>Monthly fee (10 payments)</b>
Preschool	\$ 5,400	\$540

\*For part-time rate, please contact the school office.

## **Additional Fees**

Some extra-curricular programs may have additional fees not covered through tuition. Field trips may be an extra cost.

## **Refund of Tuition Fees and Deposits**

St. Adelaide Academy has a non-refundable policy for both pre-registration fees and regular tuition. Those who prepaid their tuition for the year and are leaving due to family hardship, employment etc., may apply for reimbursement based on the number of days attended.

## Tuition Assistance

Tuition assistance is available through the Diocese of San Bernardino via the Bishop's Endowment. Applications are accepted during the month of January. Forms are available in the school office. If any cost is a financial hardship for your family, please contact the Principal to make arrangements. Parents receiving tuition assistance will be expected to perform additional services for the school and donate their time and talent beyond the 30 required parent hours. They will be called upon to help with various activities and fundraising events during the year. **Families are not eligible for tuition assistance until they have been registered in the school for one year.**

## School Tuition Credit

A \$100 school tuition credit will be given to those school families who successfully recruit other families to enroll their child/ren in St. Adelaide Academy. The credit will be given only when the new students are officially enrolled and remain enrolled. This credit will be given for each newly-recruited family.

## Books

Book fees are included with the registration payment. All textbooks are on a rental system. Books must be transported in a book bag. Fees will be assessed for damaged or lost text and/or library books.

## Fundraising

The fundraising obligation for the 2018-2019 school year is \$650 for each family. Families who only have a preschooler have a \$250 fundraising obligation. The obligation may be fulfilled by earning credit from one or a combination of the following:

- Purchasing Scrip
- Participating in school fundraisers
- Selling of the annual Bishop's Golf Tournament car raffle tickets (10 per family required)

**Scrip** – credit is earned by purchasing gift cards sold at school. Pre-orders may be placed in the school office during school hours, but will not be filled outside of regularly scheduled Scrip hours. E-Scrip (not physical cards) may be purchased online. Cards are available for grocery stores, gas, department stores, restaurants and many other businesses. When the school purchases the cards, the businesses give the school a discount on the purchase price. **The amount of this discount percentage is the amount of credit that goes toward fulfillment of the family's obligation when purchasing Scrip.**

For example: Stater Bros gives the school a 6% discount when the school purchases the cards. When a family buys a \$100 scrip card for Stater Bros, the card is good toward the purchase of \$100 of goods at the store, and \$6.00 is earned by the family toward their fundraising obligation. Scrip purchase transactions are tracked through the Scrip Program and the family is automatically given fundraising credit when the Scrip is purchased.

**School Fundraisers** - A merchandise-sale fundraiser (gift wrap, cookie dough, World's Finest chocolates) is another way families may earn credit toward meeting their fundraising obligation. The fundraising percentage given to the school by the fundraising company is the same percentage a family can earn toward their obligation.

For example, if a student sells \$100 in items and the school's percentage is 40%, the family would earn \$40 toward their fundraising obligation. The amount of credit earned is applied to the family's obligation. All families are expected to participate to their best ability.

# **Parent Participation**

## **Parent Rights**

**All parents/visitors must sign in at the office when arriving at school.**

Parents must have: Background Check clearance, Safe Environment training and CMG driving training in order to visit school, volunteer in classrooms or on campus, drive on field trips, or visit your child at lunchtime. (Check with the school office on how to be cleared.)

No adult may participate with our school children in any capacity without the above mandatory requirements.

## **School Advisory Board**

St. Adelaide School has an active School Advisory Board. The Advisory Board holds meetings once a month, which are announced in the newsletter; all Board meetings are open to members of the school community with the exception of executive meetings. A portion of each general meeting will allow time for parents-at-large to address the group. At times, the Advisory Board may consider it necessary to go into Executive session for discussion, deliberation and vote.

The Advisory Board works with guidelines and policies from the Office of Catholic School and their approved by-laws and constitution. The School Advisory Board does not hire or fire employees; that is the responsibility of the Principal and Pastoral Coordinator. The Board acts in an advisory capacity. The Advisory Board is consultative to the Principal and Pastoral Coordinator. The Pastoral Coordinator consults with the Advisory Board and Superintendent of Schools prior to the hiring of a Principal. Implementation of the policies is the responsibility of the Principal, who is accountable to the Advisory Board for reporting policy execution.

## **Parent Teacher Group (PTG)**

The Parent Teacher Group (PTG) forms an important unit for fostering a good home/school relationship and creating an active interest in school life. When a child is registered in St. Adelaide Academy, the parent automatically becomes a member of the PTG. Parents may choose to participate in Dedicated and Devoted Stewards (DADS), a support of PTG.

The PTG meetings are held once a month and are announced in the calendar and newsletter. The Parent Teacher Group works with guidelines and policies from the Office of Catholic School and their approved by-laws and constitution.

The purpose of the Parent Teacher Group is to pledge moral, financial and volunteer support to our school, its students, faculty and administration. Meetings are held each month and executive members and room parents are required to attend.

## **Finance Committee**

The School Finance Committee consists of the Principal, the Pastoral Coordinator, the school bookkeeper, and appointed members of the school/parish community. The purpose of the School Finance Committee is:

1. To assist in the preparation and administration of the school budget
2. To determine and assist in the implementation of financial policy as it relates to the general direction of the school as decided by the Pastoral Coordinator, Principal, and Advisory Board
3. To prepare the annual financial statement of the school which will be included with the Parish financial statement, which is published and distributed to all PTG members and parishioners at the end of every calendar year

4. To act as the forum for all financial matters relating to the school.

## **Parent Participation Program (Volunteers)**

Our Parent Participation Program is a vital part of St. Adelaide Academy. The purpose of the Parent Participation Program is to involve parents more actively in their child's education, while helping to keep down the increasing costs of educating children. Parents have an opportunity to sign up for various activities. Each school family is responsible for thirty (30) hours of parent participation for the school year. Preschool parents donate needed supplies to the classroom every first Friday in lieu of parent participation. Parents are required to sign in at the school office any time between the hours of 8:00 a.m. and 6:00 p.m. each time they are on campus to complete a task or activity.

**Volunteers must wear a badge to designate their reason for being on campus.**

### **Parent Participation Opportunities:**

- |                        |                              |                           |
|------------------------|------------------------------|---------------------------|
| • A.M. Traffic Monitor | • Computer Lab Helper        | • P.E. Assistant          |
| • P.M. Traffic Monitor | • School Advisory Board      | • Yearbook                |
| • Lunch Monitor        | • Parent Teacher Group       | • Scrip Sales & Inventory |
| • Hot Lunch Program    | (PTG)                        | • Book Fair Helper        |
| • Campus/Maintenance   | • DADS Group                 | • Secret Santa Shop       |
| Repairs                | • Development Committee      | Helper                    |
| • Classroom Helper     | • Office Assistant           | • School Cents Helper     |
| • Coach School Sports  | • Room Parents               | • Carnival Volunteer      |
| • Library Helper       | • Carnival Booth Chairperson |                           |

St. Adelaide Academy welcomes donations of usable supplies and/or equipment for classrooms. Service hour credit will be given for all usable items. Food items purchased or provided will be assigned a dollar value for service hours. Cases of 8 1/2 x 11 copy paper are always needed. The rule of thumb is: \$20 = 1 hour of volunteer service

### **Background Clearance**

Background clearance is required by the diocese for all adults who interact with our students. Background clearance through our office is highly recommended and is a requirement for any school volunteer (parent, guardian, relative, friend). Additionally, all volunteers are required to complete the Safe Environment training.

**No adult may participate with our school children in any capacity without the above mandatory requirements.**

### **Room Parents**

Each year two parents act as Room Parents with the approval of the classroom teacher. **Room parents are required to attend all PTG meetings or send a designee.** They serve as a liaison between the PTG and the class parents. Room parents must be background check cleared and have passed Safe Environment training. Room parents work with the classroom teacher to carry out parties, put together class carnival basket, plan a food/bake sale and other classroom/school needs as determined by the teacher.

## Coaches

In order for an adult to coach a school team, she/he must fill out a volunteer application and meet these criteria:

- The person must be a sensitive, mature individual, at least 21 years of age
- The person must be able to relate well to students and adults
- The person must have knowledge of the sport and emphasize respect for others along with good sportsmanship
- A Catholic/Christian attitude must be exemplified at all times (Coaches will be removed by the Principal if a complaint is received by ICSL for not presenting a positive image)
- The person must be approved through an individual conference with the Principal

### Responsibilities of Volunteer Coaches:

- Must be background check cleared and have taken Safe Environment training.
- Must treat all students and parents with dignity and respect
- Must maintain a positive attitude and support the school philosophy
- Must follow the finance policy, i.e., no purchase of uniforms, equipment or awards without Principal approval
- Must support disciplinary decisions or academic probation. (Probation means no practices/no games until notified by Principal)
- Must supervise all practices and games, BE ON TIME, (practice times are 3:00-4:00, unless otherwise approved by the Principal)
- Volleyball, Football, Basketball, Soccer – every team member plays at least one quarter IF they have attended all practices and games, and there are no disciplinary infractions
- At the end of each practice, the coach must remain with students until each is picked up; students not picked up within 15 minutes of the end of practice are walked to Extended Care to be signed in
- At the end of each practice, the coach and team members must clean up the area
- Practice times may change ONLY WITH 24 HOURS NOTICE ahead of time. **THE COACH IS RESPONSIBLE TO CONTACT PARENTS.**
- After games, the Coach is responsible to stay with any student until they are picked up. (If the League assumes this responsibility, the parent must pay \$25).
- The person(s) selected/approved for this volunteer position is responsible for general supervision and management of the team, but is accountable to the Principal.

## Parent Support

The school's primary expectation is that parents take an active, supportive role in the school. In particular, parents are the primary educators of their children, principally in religious instruction. Parents can do this by:

- Taking time to develop their own faith life
- Taking time to talk to their children about God and their own faith life
- Taking time to celebrate Mass together on weekends/holy days of obligation
- Taking time to pray together as a family
- Taking time to talk to their children about the Religious concepts they learn in school
- Model positive behaviors of faith, manner and academics

The students' interest in receiving a quality, morally-based education can be served if students, parents, and administrators work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Catholic principles of the school. These principles include, but are not limited to, all policies or procedures set forth in the Parent Handbook.

It will be an expressed condition of enrollment that the parents/guardians of a student will also conform to the standards of conduct that are consistent with the Catholic principles of the school. These principles include, but are not limited to, all policies or procedures set forth in the Parent Handbook.

These principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents/Guardians who are concerned with the behavior of a child in another family may not approach that child without going through the Principal and parent of the other child.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored activities and events (i.e., Extended Care, Athletics, Field Trips, etc.).

The administration reserves the right to determine which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in a disciplinary action short of the requirement to withdraw from the school (i.e., suspension of the student or suspension of the parent/guardian's privilege to come on school grounds and/or to participate in school activities, volunteer work, etc.).

As part of our educational partnership we encourage open communication between parents and school personnel. There are times when the nature of the communication may be difficult; however, it is our policy that the following process be followed:

1. If the concern involves any school personnel (teachers, staff), parents are to call the individual involved and arrange for a meeting.
2. If there is no resolution following #1, parents are asked to call the Principal and arrange for a meeting with the teacher present for that meeting. The expressed purpose of this meeting is to bring about a solution.
3. If no solution is reached, parents may call the Pastoral Coordinator, the chief administrator of the school, and arrange for a meeting with all parties present. Again, the expressed purpose of this meeting is to bring about a solution.
4. Only after all the above processes have been tried, parents may write a letter to the Superintendent of Catholic Schools.



# Academic Policies

## Curriculum

St. Adelaide Academy offers a strong academic program provided by degreed and credentialed personnel. The school is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

### Core Curriculum

- Weekly Liturgy
- Religion/Family Life
- Sacrament Preparation
- Language Arts
- Mathematics
- Science
- Social Studies
- Computer/Technology
- Accelerated Reader

### Enrichment Curriculum

- Art
- Library
- Music
- Physical Education
- Tutoring

### Enrichment Programs

- Academic competitions
- Academic Decathlon
- Athletics/ICSL Sports Program
- Book Fairs
- Choir
- Community Service
- Field Trips
- Grade Level Retreats
- Local and National Contests
- Science Fair
- Spirit Squad
- Student Council

## Homework

Homework is intended to be an extension or a completion of the lessons learned at school. Homework may be oral, written, reading or a study assignment and may include parent involvement. Parents can assist their child to understand what to do, but homework should be completed by the student.

Parental interest in the work of the student is paramount. If, for a *legitimate* reason, a student is unable to complete the work assigned, a note signed by a parent may excuse the student for the day. However, the assignment must be made up at the teacher's discretion.

Homework is given Monday through Thursday. No homework is given on Fridays or during holiday breaks. Students in the upper grades usually have these homework times each evening:

Grade 6: 1 hour, Grade 7: 1.5 hours, Grade 8: 2 hours. This does not include additional reading time. The lower grades usually have 30 to 45 minutes of homework each evening.

**Accelerated Reader (AR) is a responsibility of all students in Grade 3-8. The students are required to read and pass tests on the AR database. Please consult with your child's teacher for their individual requirements.**

If a child is absent and a parent would like to obtain the child's homework, the parent should contact the teacher before school or call the office by 10:00 a.m. to request assignments and books. Assignments and books will not be available for pick up until 3:00 p.m.

If a student will be absent for an extended period of time, it is the student's and parent's responsibility to seek out assignments missed. When the student returns, the student has one week to finish missed work.

It is not the teacher's responsibility to give assignments ahead of time. It is the student's and parent's responsibility to take care of missed work.

## Grading Criteria

### **A student earns an "A" when he/she:** ("O" in Gr. K-2)

Exhibits an exceedingly high quality of work

(Masters all assigned work, completes work independently, shows originality and initiative, does more than required consistently, makes quality contributions in class daily)

### **A student earns a "B" when he/she:** ("VG/G" in K-2)

Exhibits good progress above the average

(Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time, makes good responses in class)

### **A student earns a "C" when he/she:** ("S" in K-2)

Exhibits a quality of work acceptable for the grade level

(Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, completes work on time)

### **A student earns a "D" when he/she:** ("NI" in K-2)

Exhibits a need for effort to meet requirements of the grade satisfactorily

(Achieves below grade standard, completes minimum of assigned work, seldom responds in class)

### **A student earns an "F" when he/she:**

Exhibits a failure to produce an acceptable quality of work

(Achieves far below grade level, makes little progress in school work, has a poor attitude toward school work, does not complete class/homework)

Any dispute of grades or requests for grade changes must be made in writing to the teacher or Principal within one week of the receipt of the grade.

## Diocesan Grading Scale (Gr. 3-8)

Grades	Percentage or Meaning
A	97-100
A-	93-96
B+	90-92
B	87-89
B-	84-86
C+	81-83
C	78-80
C-	75-77
D	69-74
F	68 or below
M	Mastery
NM	Near Mastery (Making Progress)
R	Remedial (Needs Improvement)
Q	Not Covered (Concept has not yet been introduced)

## **Gradelink**

[www.gradelink.com](http://www.gradelink.com)

The Gradelink program allows teachers to enter grades, attendance and instantly monitor student performance. This allows parents immediate access to their child's grades by entering their private code – this access is available 24 hours a day through the Internet. Parents are encouraged to set up email alerts through the Gradelink system. If a parent/family is unable to access the Internet, the computer lab is available for use. Report cards are no longer sent home; these are accessible on Gradelink at the end of each trimester. Any questions regarding Gradelink should be directed to the classroom teacher.

## **Honor Roll/Awards**

The Honor Roll is determined by grades earned in core subjects and conduct:

- Principal's Award – All "A" (no "A-") in subject areas and conduct
- First Honor Roll – All "A" or "A-" in subject areas and conduct
- Second Honor Roll – All "A" or "B" (no grade lower than "B-" in subject areas; nothing lower than "B" in conduct

Computer/Technology is included in Honor Roll. A student receiving an "F" in **any subject** on their report card does not qualify for Honor Roll.

Students receive awards at the end of each trimester. Certificates are awarded to reflect each student's personal growth. In the spirit of our school, reflected by our Schoolwide Learning Expectations, students are recognized for their God-given talents and achievements.

## **Disability Issues**

St. Adelaide Academy does not discriminate against otherwise qualified individuals on the basis of disability, if, with accommodations, the individual can meet the school requirements. St. Adelaide Academy will accept a child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child's admission and continued enrollment is based upon the emotional, academic, and physical needs of the child, and the resources available at the school in meeting those needs. Parents need to report and provide documents of special education needs. Not divulging this information could jeopardize the probationary status. The final decision in this matter is made by the Principal. Enrollment is on a one-month probationary period. During this period, our faculty will determine whether our school can meet the student's needs.

## **Placement (Diocesan Policy)**

If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. This designation is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon previous retention or placement, physical size, chronological age, sibling in same/next grade, academic ability, learning disability, attitude of student, and social consideration.

## **Progress Reports and Report Cards**

All students receive progress reports and report cards three times a year. Report cards will be "published" through Gradelink; parents will be able to view and print them through Gradelink. Middle School students receive progress reports every two weeks. More frequent academic reports may be sent to individual students when the teacher deems it necessary.

St. Adelaide Academy uses a combination of academic referrals, conduct referrals, uniform violations, detention notices and phone calls to indicate to parents/students if improvement is needed. (See **additional information under “Grading” and “Gradelink”**).

## **Promotion**

Promotion is determined by the successful completion of the grade-level expectations. Students who maintain a proficient to highly proficient level of achievement will be recommended for promotion.

## **Retention**

Retention is determined when a student is failing in the areas of Language Arts and Math. Students who are failing due to learning difficulties or lack of performance must be evaluated throughout the year and a determination based upon multiple measures (assessments, class work, parent conferences, referral for testing from the public school system, etc.) must be considered.

The parent will be kept informed throughout the year with the progress or lack of progress their child is making. A Student Study Team (SST) review must be done to determine how a plan of intervention is being accomplished so that the student is supported prior to a retention being recommended. (Diocesan policy)

## **Standardized Testing**

STAR testing for mathematics and Language Arts will be administered three times during the school year. STAR is an online Common Core-based formative assessment used to measure student growth, target instruction and monitor mastery of Common Core State Standards.

The Assessment of Children/Youth Religious Education (ACRE) test (grades 5 and 8) is administered in January.

Together, these tests will provide valid and reliable information to assist the school in making curriculum decisions. Tests are given to all students to measure each student’s mastery of skills and concepts within the content areas of each grade level. These tests are used to determine the curriculum needs and to guide instruction.

## **Religious Activities**

The Principal and teachers plan seasonal religious activities. These activities include a variety of liturgical and paraliturgical experiences as well as the activities planned in the formal daily religion program. Each Friday at 8:15 a.m., Mass is celebrated by the entire school. St. Adelaide Academy teachers/students are in charge of Liturgy preparation. This celebration does not suffice for the Sunday obligation. Students are encouraged to celebrate the Sacred Liturgy with their family on either Saturday evening or on Sunday. In January, the school will celebrate Sunday Mass together to begin Catholic Schools Week. During Advent and Lent, students have the opportunity to participate in the Sacrament of Reconciliation.

During the course of the year, each class studies the Family Life curriculum. In this program, the students are led to a better appreciation of all created life in general, and more specifically, an understanding of the tremendous gift God has given man and woman in their ability to cooperate with Him in bringing new life into the world. *Virtus* lessons discuss safe environment. *Respect Whom God Has Made* focuses on bullying and harassment.

Preparation and celebration of the Sacraments of First Reconciliation and First Eucharist are offered at St. Adelaide Parish to eligible students in Grade 2 (Reconciliation) and Grade 3 (Eucharist). Students in

Grades 2-5 who have not received these sacraments will have the opportunity for preparation through RCIC at the Parish. Students in Grades 6-8 who have not received these sacraments can enroll in the Parish sacrament preparation program for older students, according to Diocesan policy. To be eligible, students must have received the Sacrament of Baptism prior to the age of seven and must have completed at least one full year of religious instruction. Additionally, students will receive individual instruction from their classroom catechist.

In addition to in-class instruction for the student, parents are required to attend informational meetings and family retreats. Parents who have a child(ren) receiving First Eucharist or First Reconciliation will need to meet the parish requirements of attending parent religious education classes and sacrament retreats. St. Adelaide Academy students, along with Parish Religious Education students, celebrate the Sacraments of Reconciliation and Eucharist together within our St. Adelaide Parish community.

## **Attendance**

### **Absence Policy**

Parents are asked to cooperate in minimizing absences. On days in which students are absent, a parent or guardian must call the school office at (909) 862-5851 by 8:30 a.m. **A dated, written excuse from the parent or guardian must be presented to the teacher upon the return of the student.** All foreseen absences are to be cleared through the school office. For any absence of three consecutive days or more, a physician's note must be presented upon student's return. Students absent more than 13 school days per trimester without a doctor's excuse, or other comparable professional excuse, will be subject to a student attendance review. There is also the possibility of withdrawal from the school due to excessive absences. The final decision rests with the Principal.

### **Truancy (Diocesan Policy)**

A student in the Diocese of San Bernardino is considered truant when:

- a) absent from school without a valid excuse for three or more consecutive days
- b) tardy in excess of 30 minutes or more on three or more consecutive days

The Principal shall take appropriate action when a student is absent or tardy without validation.

### **Tardy Policy**

A student arriving late to class is taking away learning time from other students. A tardy student disrupts the class. Teachers are responsible for keeping accurate record of all tardies and absences. Knowing that occasionally problems occur which cause a student to be late, this policy will allow up to five (5) tardies per student within each trimester. Consequences will occur after five unexcused tardies.

- Students must report to class as soon as the 8:00 bell rings
- A student is tardy if he/she is not with their class at the time the bell rings.
- Late students must go directly to the office to get a late slip before entering the classroom
- An **excused tardy** is given **only** with a dated verification of a Medical/Dentist appointment.
- Perfect attendance is not earned with any unexcused tardy.

**Note: Habitual tardiness can result in expulsion according to Diocesan guidelines. (See Suspension/Expulsion -- Diocesan Policy #5206.1; a copy can be obtained at the school office)**

## Excused Absences

Students are legally credited for attendance when time is spent in medical and dental appointments. **Written verification of such appointments is required from the medical or dental office and should be given to the classroom teacher.** Parents are asked to keep such absences to a minimum.

In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at a family member's funeral service. In such cases of short absence, the student is responsible for the schoolwork missed. If the illness or accident is such that a long-term absence is indicated, the local public school district should be contacted for home tutoring services after the student's doctor verifies the necessity of a protracted absence.

## Leaving School Grounds

The safety of our students is imperative. **Students will only be released to people designated on their Emergency Card and/or their Extended Care Emergency Card.** If special circumstances require your child to leave with someone not listed on the emergency card, the school must receive written authorization from the parent prior to release. Students cannot be released to anyone under 18 unless the school receives written authorization from the parent prior to release.

No student may leave school before the regular dismissal time without a written request from the parent or guardian.

**Parents should avoid taking their students out early. This takes away from student's instructional time and can become disruptive to the daily operation of the classroom. Students are not permitted to be taken off campus for lunch.**

Students who need to leave early must be signed out in the school office by the parent or guardian. **Upon return**, the student must sign in with the school office. Except in cases of necessity, all doctor and dental appointments should be scheduled for **non-school** hours. Should a student become ill, the parent will be notified and requested to pick up their child.

## Faculty Meetings

The Diocese of San Bernardino Office of Catholic Schools regulates the number of faculty meetings and days of inservice for faculty members. The diocese also requires additional days off for the process of accreditation and Common Core inservices. These days are scheduled on the school calendar. On days of faculty meetings, school will dismiss at noon. Please arrange for your child's transportation accordingly. Students not picked up by 12:15 p.m. will be taken to Extended Care and charges applied **(NO EXCEPTIONS).**

# Health and Safety

## Food Allergies

St. Adelaide School is a peanut-free/ nut-free school. Due to severe allergies of a number of students, parents **may not** send products containing nuts to school for student consumption. These allergies are life threatening.

## Medication

If medication is administered at the school, **all** of the following conditions must be met:

- Completion of authorization form for the administration of medication at school by the parent and physician. This must include the condition for which the medication is to be given, name, dosage, route, and specific instructions for emergency treatment. **Exceptions:** the following require parental/guardian authorization only: cough drops, suntan lotion, cream to treat bug bites, cold medicine for no longer than five days, oral topical anesthetics, and saline nasal mist
- Medication must be delivered to the school office and picked up by the parent/guardian or other responsible adult; medication will be stored in the school office
- Medication must be in a pharmacy-labeled container or a sealed and labeled package (ask the pharmacy to provide a second labeled container for school use)
- An appropriate measuring device must accompany all liquid medication
- A separate form is required for each medication
- It is the parent's responsibility to ensure that **all medication is current and replaced/replenished as needed.**

St. Adelaide Academy's health program consists of instruction in Christian human sexuality, AIDS, drug, tobacco, and alcohol education in an age appropriate manner. The school participates in Red Ribbon Week and has periodic assembly programs. Additional health and nutrition instruction is included in the science program. Hearing, vision, scoliosis screenings and head lice checks (as needed) are also performed. We ask parents to contact the school office when their child(ren) has an infectious health condition. (i.e., measles, chicken pox, head lice, strep throat, pink eye, etc.) Return to school following communicable diseases must first be cleared through the physician and the school office.

## Injuries or Illness

When a contagious disease or parasite is the cause of your child's absence, the school must be notified. We, in turn, will advise parents of the condition. Each day, students will have a health screening. If your child is not well enough to participate in daily activities or if there is the possibility of contaminating others, you must provide alternate care for your child. If your child has thick yellow mucous, a fever, eye drainage, diarrhea, or is vomiting, you must provide alternate care.

Minor injuries will be treated with soap, water, ice and/or Band-Aids. Any serious injury will be reported to the parent by a telephone call and parents will be required to come for the child. If parents cannot be notified, persons listed on the Emergency Medical Form will be contacted. If deemed necessary, 911 will be called. For any injuries or accidents occurring during school hours, a report will be prepared.

If your child should become ill while at school, the same procedure of notification for injury will be followed.

## Special Medical/Special Circumstances Policy

In cases of special temporary health, physical, legal, or other circumstances, including maternity and paternity issues, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and/or local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

## **Confidentiality**

Parents will be given necessary information concerning the health, life and safety of their children. At times, students share confidential information with teachers, verbally or in written form. If a student shares that they are going to harm themselves or others, the teacher or staff member will reveal that information to the Principal, even if confidentiality was promised. We will keep confidences unless health, life or safety of the child or those of another are involved. Parents will be notified of teacher or Principal concerns.

Parents or volunteers who work within the classroom, office or playground are to be aware that children may share personal information or you may see grades or other personal information. They must adhere to the Diocesan and school's confidentiality policy.

## **Child Abuse (Diocesan Policy)**

Any school employee, who has reason to suspect that a student's physical, mental, or sexual health or welfare is being adversely affected by abuse or neglect, is legally responsible to report this to the Principal and proper protective/civil agency (Department of Child Protective Services, Department of Public Social Services, or a local police department).

It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect. Necessary follow-up with the family is part of the protective/civil agency's responsibility. Failure on the part of a school employee to report suspected abuse or neglect to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (CA Penal Code). Such report is made without incurring civil or criminal liability unless the person making the report "knew the report was false".

## **Counseling**

Counseling services are provided for students by a licensed counselor through Caritas of Catholic Charities. The services are usually initiated at the request of the student's teacher, the Principal, the parents, and/or the student. Parents may contact the school office or talk with the classroom teacher to initiate counseling services. We encourage parents to avail themselves of this opportunity, especially when students are having difficulty in school and in times of special need. The goal of counseling is to help the students assume responsibility for their own actions, to develop self-esteem, and/or to develop more effective patterns of behavior, both at home and at school. The counselor meets with students privately. The counselor may also conduct class presentations to all students to discuss bullying and other issues brought to the counselor's attention by the school staff. Parents will be notified if a serious concern arises.

Counseling permission slips are sent home at the beginning of the school year. Parental consent is needed for the student to individually meet with the counselor.

Catholic Charities Counseling is a Diocesan counseling group available to school families for family counseling or individual family concerns (909-370-1293). They are located in Colton and their fees are on a sliding scale.



# **Crisis Plan**

## **Emergencies**

In the event of an emergency or disaster, the faculty and staff of St. Adelaide Academy is prepared to care for the students. During the disaster, all students will remain at the school until their parents or persons on the emergency card personally sign them out. An emergency card is kept in the school office for every student, which includes parent contact information as well as the names of persons to be notified if parents or guardians cannot be reached in an emergency.

**It is imperative that you notify the office of any changes of family emergency numbers or persons authorized for release of students.**

In case of an emergency needing special scheduling, every effort will be made to alert parents or relatives. Parents must be on the school **REMIND** system, which will notify families in emergency situations, such as school closure for extreme heat, poor air quality or fires in the area. As a rule, the school follows the same procedure as the local public schools. To join REMIND, text @stadelade to 81010.

Each student must turn in a complete emergency bag on the first day of school. A list of the emergency bag contents is mailed with registration forms. Additional copies are available in the school office.

In any disaster situation, the school staff will follow the guidelines as outlined in the Diocesan Emergency Response Plan as it has been integrated into the local site level situation. When a threat is received, the primary concern of the Principal is the safety of the students and school staff.

Immediately upon receiving a threat, the following procedure is followed:

- A. The police or sheriff is called. Police officers are typically instructed to respond to such calls without the use of sirens or red lights.
- B. During the threat, the decision to hold a fire drill or to take other action shall be made by the Principal in consultation with the fire and police officials.
- C. If the building is to be evacuated, fire drill procedures are followed, and the students remain at the designated areas until the building is declared safe.
- D. Wait for the police to arrive before a search is conducted. It will be the responsibility of the police to declare the area safe, and allow students and staff to return to class.

## **Fire**

In the event of a fire, the electronic fire alarm will sound. Students will walk as a class to the designated area in parking lot by the statue of the Blessed Mother. Students will remain there until it is deemed safe to return to the classrooms. If necessary, parents will be notified.

Safety drills for fire and earthquakes are conducted on a regular basis.

## **Insurance**

Insurance coverage is mandatory for all our students. This cost is included in the registration fee which is paid at the beginning of the school year.

## **Natural Disaster**

The safety and welfare of students and staff is our primary concern. In the event of an emergency, please understand that your children are as safe at school as they are at home. School buildings are designed with safety in mind and are inspected regularly for safety hazards. To date, St. Adelaide Academy has passed all inspections of the Fire Department, the Health Department, the Asbestos Hazard Emergency Response Act, and the Diocesan Insurance offices. All of our faculty/staff are CPR and First Aid certified. The parish staff is prepared to assist if a crisis arises.

Each school family will equip your child with provisions for emergencies of 12 hours or less with the supplies that are in the student EMERGENCY BAGS. The school has provisions for up to 24 hours that include survival and first aid kits, water drums and basic materials and supplies.

Parental/guardian cooperation is needed beyond the initial 12 hours' emergency:

- Fill the EMERGENCY BAG with supplies for your child, on the first day of school.
- Please do not telephone the school. The telephone lines are needed for emergency communications.
- Please wait at least an hour before you drive to school after an earthquake, as streets need to be available for emergency vehicles.

The school is prepared to care for the children for up to 24 hours, until the parent or designee is able to reach them. After 72 hours, any children still at school will be transferred to the nearest Red Cross Relief Center. Our school site is a secondary relief site for Red Cross; we are not always called upon to open this, so your child may be transferred to another site. Please be sure to keep your school Emergency release forms updated. Students will be released only to those specified by you on that document. Students must be signed out by the person designated to pick them up.

## **Smog Alerts**

St. Adelaide Academy will follow the recommendations from the South Coast Air Quality Management District regarding smog levels. For up-to-the-minute information on smog levels, call the following toll-free number: Riverside and San Bernardino Counties (800) 242-4666.

## **Lock Downs**

Lockdown will take place in case of an emergency outside or inside campus. All parents will be notified through Remind of the lock down with instructions regarding student safety. Intruder drills are conducted regularly.

## **Campus Security**

All gates on the school grounds are locked during the school day. The visitor access point is at the pass-through gate in the north parking lot off of Baseline Road. All visitors must be buzzed in and then proceed to the front office.

# **Discipline Code**

## **Respect for the Dignity of All**

St. Adelaide Academy is dedicated to providing an environment that respects the dignity and rights of every individual at our school site. This is accomplished by providing a structured environment that follows rules of conduct and respect for each individual. It also requires that all staff, parents and students maintain an atmosphere of mutual respect and Christian conduct so that students have the maximum opportunity to learn.

The student is a St. Adelaide Academy student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

## **Student Responsibilities and Behavior**

In keeping with our mission, philosophy, Schoolwide Learning Expectations, and the diocesan guidelines, the discipline program at St. Adelaide Academy is considered an aspect of moral guidance. The purpose of discipline is to teach the value of being responsible for one's own choices and actions.

In order to implement a successful educational program, a strong disciplinary component is essential. Our goal is to promote personal responsibility, respect for others, and to maintain a safe and orderly environment for our students. Our discipline policy seeks to promote moral development, self-discipline and growth toward becoming a mature follower of Jesus Christ.

Christian respect and love of one another should guide all student interaction. It is expected that students address faculty, staff and visiting adults politely, courteously and respectfully. This same spirit of courtesy and friendliness should be extended to fellow students in word and action. Since parents are the primary educators and formative guides of their children, we believe it is important that they be involved in addressing/solving discipline concerns as soon as they arise. Parents and teachers working together will bring about best results in a timely manner. For this reason, we will use disciplinary behavior contracts to ensure consistent communication and cooperative action when we feel this is necessary. When in doubt or concerned about disciplinary or corrective actions, a parent should contact the teacher first.

**Conduct unbecoming a student in a Catholic school includes, but is not limited to, the statements given below. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.** Because it is impossible to foresee all problems that could arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which violates the spirit, philosophy and code of conduct of the school, even though not specified, including the following:

- Lack of respect to teachers, staff, volunteer adults or students on campus (refusing to accept correction; showing negative attitude; open and persistent defiance of authority)
- Disobedience (failure to follow direction promptly and thoroughly; throwing anything in class or at lunch; failure to do homework/class work)
- Disruption of class (talking out of turn; annoying others; stopping teacher from teaching or students from learning; misbehavior in church; excessive tardies)
- Destroying or defacing school property (writing on desks, books, walls; misuse of bathroom; misuse of school property or the property of others)
- Violation of social rules (name calling, bullying, showing unkindness verbally or physically; failure to cooperate with uniform regulations and good grooming)

- Recess/Lunch violations (lack of respect for supervisors; failure to clean up or leaving before dismissed; rough play; playing, throwing water/towels in restrooms; spitting water, screaming and throwing food)
- The use of electronic devices to transmit lewd, sexual and inappropriate messaging is grounds for immediate suspension or expulsion.
- Inappropriate relationships are not permitted on campus.
- Possession of illegal substances is immediate grounds for expulsion.

Courtesy, respect, and orderliness are expected in every classroom and on the school grounds. It is the responsibility of students to learn their teachers' specific "classroom rules". All teachers or staff has the authority to discipline any student. Each homeroom teacher will send home a copy of his/her classroom behavior expectations and consequences.

The school has the right of inspection and reserves the right to search any desk on suspicion of a threat to the health, welfare, and safety of other students. All searches must be reasonable and related to the school official's duties.

### **Our Schoolwide Rules and Expectations for Students are:**

1. Students are to be kind, respectful and courteous at all times.
2. Students are to follow directions the first time they are given.
3. Students are to keep hands, feet and objects to themselves.
4. Students are responsible for the protection and care of school property.
5. Students are to maintain proper school uniform code and non-uniform standards
6. Soda, energy drinks, gum and sunflower seeds are not allowed on school grounds.
7. Students may not leave the school grounds at any time during the school day without being signed out in the school office by a parent.
8. Students are not allowed in a classroom at any time unless there is a teacher present.
9. Cursing, put-downs, teasing or obscene gestures are unacceptable.
10. Tackle football/rough games are not allowed on school grounds.
11. Public display of affection is not allowed.
12. Actions occurring off campus, but related to school, will be dealt with as if they had occurred on school grounds, i.e., unsportsmanlike conduct, and unruliness at games, harassment on the Internet.
13. No weapons, multi-tools, tobacco, alcohol, or drugs are permitted on school grounds or at any school-sponsored activities. Violators will be subject to expulsion (**Gun-Free School Zone Act of 1995**). (Weapon refers to any instrument that expels a projectile or can cause harm to a person, place or thing.)
14. Students who injure another student will be immediately suspended from school.
15. The use of electronic devices to transmit lewd, sexual and inappropriate messaging is grounds for immediate suspension or expulsion.
16. Photographing or videoing of students or staff members is not permitted without their consent.

### **St. Adelaide Academy's Positive Culture**

St. Adelaide Academy is a place where students can learn in a safe and respectful environment.

A safe environment is one in which students feel positively connected to others, respected, supported, and encouraged to be successful.

A respectful environment is one in which all students matter and are treated with dignity; communications are positive, differences are accepted, and all take responsibility for their behavior choices.

## Safety

1. Students are always supervised by an adult.
2. There is zero tolerance for physical aggression toward others.
3. Equipment is always used safely.

## Respect

1. Communication is appropriate and respectful between all members of the school community.
2. Our interactions demonstrate patience with others, and tolerance of opinions, cultures and beliefs that are different from our own.
3. Each person is responsible for their own behavior.

## Schoolwide Discipline Plan

Conduct unbecoming a student in a Catholic school includes, but is not limited to, the statements given below. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. If a parent requests, they may contact the Pastoral Coordinator for a discipline hearing.

The student is a St. Adelaide Academy student at all times. A student, who engages in conduct, whether inside or outside school, that is detrimental to the reputation of the school, will receive disciplinary actions.

Disciplinary action will be taken with:

- Students whose actions are gravely detrimental to the physical, emotional, or spiritual welfare of students or their property
- Students who consistently call others names or use vulgar language or signs
- Students who evidence continued willful disobedience and/or disrespect
- Students who leave the school campus or are in restricted areas without supervision
- Students who evidence grave disrespect toward other students, school personnel, staff, visitors or property
- Students whose actions create an unsafe situation for the school or others

## Consequences

Principal/Teacher's discretion and seriousness of action will determine the step of discipline from the following possible actions. If a student has documented warnings, detentions, probations or suspensions from prior years, the consequences will be graver.

Possible consequences:

1. Verbal warning (documented by adult supervisor)
2. Written or verbal notification to parent
3. Removal from classroom or activity
4. Parent/student/Principal/teacher conference
5. Parent called to pick up student
6. One day in-school suspension
7. Out of school suspension (one to five days depending on the infraction)
8. Behavior modification contract
9. Referral to school counselor

## Disapproved Disciplinary Measures

Disciplinary measures must not inflict bodily harm; subject the student to ridicule, or use the punishment for punishment's sake.

The following actions are explicitly forbidden:

1. Corporal punishment
2. Personal indignities or public humiliation which subjects the student to ridicule
3. Sending a student outside the classroom where he/she will not be supervised
4. Indiscriminate punishment of all students in a class for the disruptive conduct of one
5. Sending the student home without the knowledge of the parents
6. Suspension or expulsion, unless procedures outlined in this handbook of policies are followed
7. Lowering academic grade because of conduct

## **Detention**

Detention will be held after school. Students will be required to go to detention for not complying with the schoolwide rules and expectations. Parents will be notified in advance if their child is serving detention. The signed notice will be dated and filed with the student's portfolio.

## **Due Process/Appeals**

St. Adelaide Academy has a Christian due process and appeals procedure that maintains the confidentiality and respect of both the parent and student. The Principal/ teacher is committed to listen to the student's side of the story. This means the student will be told what he/she did wrong and be given a chance to be heard. The parent is phoned by the Principal when severe or repeated situations occur. If a parent wishes to have a conference regarding the discipline given to their child, an appointment is to be made with the teacher when the first offense occurs. If the behavior continues, the Principal will notify the parent for a conference.

If the situation is serious and includes injury to another student, disrespect to an adult, harassment, bringing a weapon on campus, stealing, arson, etc., the Principal will be immediately notified and the parent will be called in to further investigate and determine the appropriate disciplinary action. If the outcome of the conference is still questioned, the Pastoral Coordinator can be included in the discussion. If the parent feels that he/she is still not satisfied with the discipline, a written report can be made to the Superintendent of Catholic Schools.

## **Probation**

A student may be placed on probation for low academic grades or poor conduct. The probation will continue for a period of one week. At the end of that time, the teacher will evaluate the grades or conduct of the student to determine additional course of action. Students involved in extracurricular activities will be denied the privilege to participate due to grades or conduct. All new students are on probation for the first year of attendance at St. Adelaide Academy.

## **Suspension**

A student may be suspended for serious misconduct, on or off campus during school related activities, or for continued misconduct.

Official suspension may assume various forms:

1. **Class Suspension:** The student may not attend a particular class activity and during that, class time will be required to report to a designated area for supervision. This student may lose the right to participate in school activities on or off campus for a specified length of time.
2. **In-school Suspension:** In severe cases, the student will serve an in-school suspension and be assigned academic work to make-up the loss of class time. This student loses the right to participate in any school activity on or off campus for a specified length of time based on the offense.
3. **At-Home Suspension:** A student may serve a home suspension for a cooling off period if an action took place on campus in which research needs to be done to ascertain the facts of the incident, or if the student is a disruption to the learning of other students. Parents need to supply adult supervision for the duration of the suspension. This student loses the right to participate in any school activity on or off the campus for the specified length of time based on the offense.

**Suspended students are required to make up any missed work during the time of suspension.**

**The following guidelines for student suspension will be followed:**

1. The Principal must approve a suspension.
2. The length of any suspension is left to the discretion of the Principal in accordance with the nature of the conduct and all the circumstances.
3. The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side.
4. Notice is given to parents by phone, or other appropriate method, within a reasonable time, followed by a written notice signed by the Principal.
5. A conference with the parents, student, teacher, and the Principal shall be arranged. The Pastoral Coordinator is notified of the conference and given the opportunity to attend.
6. The suspension notice must be signed by parents and student. The exact length of and reasons for the suspension must be clearly noted. Parents and students must understand that continued or repeated misconduct could end in expulsion.
7. The Principal maintains dated documentation of the facts, the parent conferences, and keeps the signed suspension notification.

## **Expulsion**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended more than once, this year or prior years. Expulsion is a permanent termination of a student's enrollment.

Expulsion may be considered for, but not limited to:

- Incurable or disruptive behavior which impedes the progress of others
- Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property during school-related activities
- Habitual or persistent violation of school regulations
- Use, sale, distribution, or possession of narcotics, and/or alcoholic beverages and/or tobacco
- Malicious damage or destruction of real or personal property of school
- Theft, extortion, arson
- Habitual truancy, absenteeism
- Hazing, harassment or bullying

The use of electronic devices to transmit lewd, sexual and inappropriate messaging is grounds for immediate suspension or expulsion.

**The following guidelines for student expulsion will be followed:**

1. The final decision to expel a student rests with the Principal with the knowledge and consent of the Pastoral Coordinator.
2. A conference with the parents, student, teacher, and the Principal shall be arranged. Where applicable, the Pastoral Coordinator is notified of the conference and given the opportunity to attend.
3. The notice of expulsion must be signed by the parent(s), student, and Principal.
4. The Principal maintains dated documentation of the facts, the parent conferences, and keeps the signed expulsion notification.

The procedure for appeal and review of disciplinary action rests with the Superintendent of Schools. After conference with the parties involved in the action, the Superintendent and/or designees will determine whether the school's action is in accordance with applicable Diocesan policies.

In regard to offenses taking place off school premises, which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

## **Harassment**

St. Adelaide Academy affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, gender, or physical ability. Harassment of any student by any other student or staff member is prohibited and will not be tolerated. All demeaning behavior is prohibited. It is the policy of St. Adelaide Academy and the Diocese to provide an educational environment in which all students are treated with respect and dignity.

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

- Verbal Harassment:** Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Written Harassment:** Suggestive or obscene letters, notes, text messages, social media, emails or IMs
- Physical Harassment:** Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating with normal study or movement.
- Visual Harassment:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters

## **Bullying**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (emotional bullying); and sending insulting messages by email or texting (cyber-bullying).



## **Best Practices in Bullying Prevention and Intervention:**

This information was taken and adapted from the resources available from the United States Department of Health and Human Resources. Other materials and information are available online at:

[www.stopbullying.gov](http://www.stopbullying.gov)

1. Focus on the social environment of the school.
  - Create an environment that welcomes and is inclusive.
  - Establish rules and policies that address the dignity of the person.
  - Demand that students engage in the social graces of good manners.
  - Create a system of communication that allows the administration and teachers to be approachable to the concerns of parents and students.
  - Instruct students in the art of social and friendship skills.
  - Students should also be aware that they are expected to try to assist others who are being bullied.
2. Increase adult supervision in “hot spots” where bullying occurs.
3. Adults on supervision must be vigilant of student interactions. Inappropriate, unkind, teasing/joking, and exclusive behavior must be immediately addressed.
  - Student concerns regarding an incident must be appropriately investigated rather than dismissed as “tattling” or “just teasing”.
4. Intervene consistently and appropriately in bullying situations.
  - Conduct interviews with those involved.
  - Remind students of rules involving dignity of students.
  - Document facts from both students involved.
  - Inform both parents.
  - Conference with the Principal, inform the Pastoral Coordinator.
  - Help students to see that bullying behavior is un-Christian.
5. Continue these efforts over time.
  - There is no “end date” for efforts in the area of bullying/harassment. This is an on-going process that needs to be monitored on a yearly basis.

## **Procedure for Investigation:**

The following are guidelines to investigate and immediately intervene in a bullying situation. ***Under no circumstances should the bullied and the student who did the bullying be forced to meet to resolve the issue.*** Such meetings can cause much further harm and forced apologies do not help. If further investigation is needed in serious or repeated cases, it is best to inform the complainant of the “next steps” you will be taking to resolve the situation.

## ***When you personally see or hear bullying:***

- Immediately stop the bullying – stand between the child or children who are bullied and those who were bullying, preferably blocking eye contact between them. Don’t send any students away – especially bystanders. Don’t immediately ask about or discuss the reason for the bullying or try to sort out the facts.
- Refer to the bullying behavior and to the relevant school rules against bullying.
- Support the bullied child in a way that allows him or her to regain self-control, or “save face,” and to feel supported and safe from retaliation.

- Include bystanders in the conversation and give them guidance about how they might appropriately intervene or get help next time.
- If appropriate, impose immediate consequences for students who bully others.
- Do not require the students to meet and “work things out.”

## **Student-to-Student Sexual Harassment**

This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- While on school grounds,
- During lunch period whether on or off school grounds,
- During, while going to, or coming from, a school sponsored activity.

Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion. Should substantial conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary actions.

## **Violence – Threatened and Acted**

St. Adelaide School is committed to providing a safe, educational environment in which all students, parents, and staff are treated with respect and dignity. Threats of violence to inflict serious harm to self or others will be taken seriously. The school administration is concerned with the safety of everyone. All threats of violence will be handled on a case-by-case basis. Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property or during school-related activities will be addressed. If the administrator believes the presence of the student in the school poses a safety threat for others, the student will be removed from the school setting. Law enforcement will be contacted when necessary. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her discretion.

## **Custody Issues**

St. Adelaide Academy 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, a school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**It is imperative that the school has accurate custodial information on file.** The school shall comply with court ordered custody conditions that are on file. The school cannot act on verbal information and will only respond to a subpoena from the courts for records, letter, and faculty/staff court appearance. The school will not become engaged in custody issues.

# Communication

## **Access to Records**

Either parent or legal guardian may have access to student records, which the school is required to keep related to their child(ren), in the presence of the Principal or designee. Behavioral records (counselor report, discipline reports, etc.) shall be inspected in the presence of an individual(s) qualified to interpret the records. The school has 24 hours to comply with written requests to review student records by parents. Please contact the school office for appointments. Student records include academic records, testing data and any IEPs or other specialized testing results. Records are transferred to the student's new school.

## **Communication with Faculty**

Teachers are available by appointment from 3:00 to 3:30 p.m. for conferences with parents/guardians (except Tuesdays due to faculty meetings). Teachers are supervising students from 2:45-3:00 p.m. and are unavailable for conferences during that time. Appointments must be made in advance through the office or directly with the teacher. **Teacher/staff personal phone numbers are not given out, nor should they be called or texted on private phones.** Phone messages can be left on the teachers' voice mail extensions. Phone extension and email address for each teacher is listed on the faculty page of this handbook. If an emergency arises, parents are to call the office and the office staff will ask the teacher to return the call to the parents. Parents are encouraged to contact teachers regarding a child's spiritual, academic, disciplinary or social progress.

Any academic concerns should be discussed with the teacher first. If the concern remains unresolved, a follow-up conference can be held with the parent, teacher and Principal. Any school concerns need to be addressed with professional staff or the administration. Only business matters should be addressed with the school office staff. If you wish to speak with the Principal, please call the school office or email [stadelaide@sbdiocese.org](mailto:stadelaide@sbdiocese.org).

Parents who wish to visit their child's classroom must ask the Principal's permission in writing and wait for a response from the Principal before entering the room. The Principal will confer with the teacher to set a mutually agreeable time. The visit may last no more than one class period.

The Family Newsletter will be posted on the school website, [www.stadelaideacademy.org](http://www.stadelaideacademy.org). This information includes upcoming weekly events, dates and times of school liturgies and special activities. Please check the school website regularly for the newsletter. Monthly calendars and newsletters will be sent home and dates will be posted on the school website. Classroom information is regularly updated on our school website.

**All parents/school families must sign up for the school REMIND communication system that will send reminders and/or emergency messages through text or email. Information about how to sign up for REMIND will be sent home at the beginning of the school year. All parents must sign up for the teacher's REMIND as well.**

It is **imperative** that parents inform the school office in the event of a change in address or telephone numbers – home, mobile or business. Please also inform the school office of any changes in emergency information for designated contacts. Emergency information needs to be updated each year.

Telephone Calls

If it is necessary to give a message to a student, parents should call the school office, (909) 862-5851, and the message will be delivered. DO NOT USE CELL PHONES to call or text your child during the school day; the students’ phones must be turned off. Only in **extreme** cases of necessity may the child(ren) use the telephone in the school office with a staff member’s permission. **Plans for after-school activities should be made prior to school.** Students may make phone calls in the office ONLY for illness, forgotten lunches, and cancelled or rescheduled team practices or other school activities. Students may not call home for forgotten assignments.

Conferences

Parent-Teacher Conferences are scheduled for the end of the first trimester. Parents/guardians should attend the conference to discuss the child’s progress. Report cards will be viewed and discussed at the conference. These conferences are 15 (fifteen) minutes. If, at any time, parents/guardians feel the need for additional conferences, they may request them by writing a note to the teacher. The teachers will also contact parents when extra conferences are deemed necessary. In Grades 6-8, the students are required to attend the conferences.

The Principal is available for conferences as needed. Appointments must be made in advance.

Campus Policies

Daily Schedule

Students arriving at school between 6:45-7:45 a.m. are to go directly to Extended Care. Students should not be on campus prior to 6:45 a.m. Weather permitting, the entire student body assembles outdoors on Wednesdays for prayer and announcements at 8:00 a.m. Each **Friday** morning, Mass is celebrated in the church at **8:15 a.m.**

8:00	First bell: Students in line for class
8:00-8:15	Assembly on Wednesdays
8:15-9:45	Academics
9:45-10:00	Recess
10:00-12:20	Academics
11:40-12:20	Lunch TK – 3rd
12:20-1:00	Lunch 4th – 8th
1:00-2:40	Academics
2:45-3:00	Dismissal/Pick-up
3:00-6:00	Extended Care

Lunch

The school offers hot lunches for our students five days a week for \$4.00 per meal. This includes entrée, drink, and dessert. Hot lunch orders must be placed **each month by the 20th of the prior month. Any cancellations must be made one week in advance.**

Parents are encouraged to provide nutritious lunches and snacks for their children. Soda drinks, energy drinks, sunflower seeds in shells, candy or gum are not allowed at any time. Any lunches being delivered must be brought to the school office. Students may only wait at the office (not at any gate) for lunch to be delivered. **No fast food lunches are permitted for students.** It is imperative that names/grades on lunches be **CLEARLY MARKED.**

Do not pack microwaveable food in your child's lunch. Glass bottles are NEVER allowed. We suggest using only biodegradable containers. Student may bring bottles of water. Bottled water is also available in the school office for 50 cents. Water bottles are permitted in the classroom. Please encourage students to recycle empty water bottles.

Proper manners are expected of all students at all times. Courtesy and respect must be shown to those supervising the lunch periods.

## Lunch Regulations

Grade	Lunch Time
Preschool	11:00am – 11:30am
TK – 3 <sup>rd</sup> grade	11:40am – 12:20pm
4 <sup>th</sup> – 8 <sup>th</sup> grade	12:20pm – 1:00pm

We will have one school wide lunch every first Wednesday from 11:30a.m. – 12:30p.m. This is an opportunity for older students to mentor and problem solve with the younger students. The goal is to encourage students to choose kindness through words and actions.

- Yard duty supervisors follow a discipline plan that includes time out, picking up trash, detention and conduct referrals.
- Students remain at lunch tables until dismissed by supervisor once the area is clean.
- **Cell phones or similar devices, are not be used at school at any time. These items will be confiscated. Any electronic device must be checked in with the teacher.**
- Balls and equipment are loaned out to each class.
- Food/drinks are only allowed at the lunch table area.
- Rough games, including tackle football, are not allowed.
- No student may be excluded (by peers) from games his/her class is playing.

## Morning Drop Off

**All** cars must enter from the Church Avenue south gate in by the grass field, following through to the south parking lot. Students should exit cars by the traffic cones. Make a U-turn to exit the parking lot. Continue on the road behind the church and exit onto Baseline. **Students may not be dropped off in front of the church or other unsupervised areas, including the parking lot.** Parents who are parking and walking their student into the school grounds may only park in designated parking spots. There is ample parking in the south parking lot. **All cars must be off school grounds by 8:00 a.m. School gates will be closed and locked at that time.**

**Students dropped off between 6:45 – 7:45 a.m. must report to Extended Care by the north benches.**

**NO STUDENT MAY BE DROPPED OFF BEFORE 6:45 A.M.**

## Afternoon Dismissal

Parents must park in the north or south parking lots and then proceed to your child's classroom. Students will be released once the parent is at the door. Those children not picked up by 3:00 p.m. will be taken to Extended Care and parents will be charged (no exceptions). The options are parent pick-up, Extended

Care, tutoring or sports practice. Students may walk or ride their bike home with written permission on file in the school office.

**If a student is not being picked up by a parent/guardian after school**, a written note from the parent/guardian must be on file in the school office stating the other arrangements. If such note is not on file, the student will be sent to Extended Care. **No Exceptions.**

**Please do not park in, or block the driveways.** This is a fire regulation that we must follow. Please adhere to the marked fire lane (red line on curbs). Only students currently participating in previously approved school-related programs may remain on the grounds after dismissal. An adult must be present to supervise. All other students will be checked into Extended Care.

## **Bicycles, Rollerblades, Skateboards, Scooters**

Students from grades three through eight may ride a bicycle to school. Permission from the Principal must be obtained before younger students may ride bicycles to school. Bicycles must be locked on the school grounds. The school is not responsible for stolen or vandalized bicycles. Riding bicycles on school grounds is prohibited. Helmets and other safety equipment are to be worn at all times in adherence with California law. **Rollerblades, skateboards, and scooters are not permitted on the school or parish grounds at any time.**

## **Use of School Grounds**

Students may not be on campus unless in supervised area before or after school hours. Any student on campus will be placed in Extended Care and parents will be charged accordingly. Teachers cannot be responsible for students not signed into Extended Care. Students may not be on school grounds prior to 6:45 a.m. or after 6 p.m. Students who are on school grounds for sports practices must be with the team, under the supervision of the coach. If students remain on campus after sports practice, they will be checked into Extended Care and parents will be charged accordingly.

## **Use of the Student Information/Pictures**

At times, in order to promote the school in the local and surrounding communities by use of photos, printed material, videos, posters or other media, student pictures are utilized. Parents give authorization for this on the form which is included in the registration packet. Any parent who does not wish his/her child's picture used must notify the school using this form prior to the beginning of the school year. St. Adelaide Academy reserves the right to use student pictures in publications, on the school's website and social media. Photographing or videoing of teachers/staff is prohibited without their consent.

## **Cell Phones/Electronic Devices**

Students may not use cell phones or other personal electronic equipment on campus or on field trips between the hours of 6:45 a.m. and 6:00 p.m. **If an administrator, teacher or staff member sees or hears any of these devices; consequences will include but will not be limited to, the device being taken away from the student. Items will be kept in the Principal's office.**

**Students using eReaders (ex. Nook, Kindle, iPad) may only use the device for eBooks.** Games, internet use, and other applications are not permitted. eReaders may not be used during recess, lunch, or at Extended Care, unless supervised by a staff member.

**Cameras are not to be brought on campus, unless given permission by the classroom teacher or yearbook coordinator.** Photos may only be taken when given permission and at appropriate times. Photos

are for school use only and may not be posted on any personal social media. Photographing or videoing of teachers/staff is prohibited without their consent.

Cell phones/electronic devices used or displayed at school or on field trips without permission will be confiscated and returned only to the parents/guardian, after a 30-day holding period. Middle school students are required to turn in phones at the beginning of the school day; phones are returned at dismissal time.

If a student needs to contact a parent at the end of school by use of their cell phone, they are to ask permission to use it in the presence of a staff member. Loss of electronic devices is not the responsibility or liability of the school.

## **Lost Articles**

Parents are encouraged to check the lost and found periodically. Items are kept in the school hall. At the end of a trimester – all unclaimed articles are given away to charity. **Please make sure your child's full name is on all personal belongings.**

## **Uniform Policy**

*All uniform items and accessories are available through [stadelaide.studentstore.net](http://stadelaide.studentstore.net). The office will no longer carry new school uniforms. Some used uniforms are available through the office. All uniform shirts, ties, jackets, vests, cardigans and PE uniforms must contain the school logo.*

### **Girls (PS – 5)**

**Required Mass Attire: All girls must wear a white blouse with a jumper or skirt. Polo shirts are not permitted. Cardigans or vests are the only outerwear permitted.**

- Jumper – plaid; should reach the top of the knee; Shorts are worn under jumper/shift
- Light Blue or White Polo tucked in at all times
- T-shirt – only white (plain) may be worn under uniform blouse/shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – blue school logo (will be allowed)
- Pants/capris – navy twill (No Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short; length must be near but cannot cover the knee
- Socks – white, black or navy (must be visible; either anklets, crew or knee socks)
- Tights – white, black or navy
- Shoes – athletic or rubber-soled and must be secure to the foot (so they do not fall off); **black, white or navy blue as main color (try to stay away from printed logos or markings); boots are not allowed**
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

### **Girls (6-8)**

**Required Mass Attire: All girls must wear a white blouse with a skirt. Polo shirts are not permitted. Cardigans or vests are the only outerwear permitted.**

- Skirt – plaid; should reach the top of the knee. Shorts are worn under skirt.
- Blouse – lt. blue polo shirt; tucked in at all times
- T-shirt – only white (plain) may be worn under uniform blouse/shirt
- Turtleneck – white or navy blue to be worn under uniform shirt

- Sweatshirt – blue school logo or school team/program logo
- Pants/capris – navy twill (no Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short purchased through the uniform company; length must be near but cannot cover the knee
- Socks – black, white or navy (must be anklets, crew or knee socks)
- Tights –black, white or navy
- Shoes – athletic or rubber-soled and must be secure to the foot (so they do not fall off); **black, white or navy blue as main color; boots are not allowed.**
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

## Boys (PS-5)

**Required Mass Attire: All boys are required to wear a school tie, white dress shirt, navy pants. Cardigans or vests are the only outerwear permitted.**

- Shirt –light blue polo; tucked in at all times
- T-shirt – only white (plain) may be worn under uniform shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – blue school logo or school team/program logo
- Pants – navy twill (no Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short purchased through the uniform company; length must be near but cannot cover the knee
- Socks – white, navy or black (must be anklets, crew or knee socks)
- Shoes – athletic or rubber-soled and must be secure to the foot (so they do not fall off); **black, white or navy blue as main color; boots are not allowed.**
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

## Boys (6-8)

**Required Mass Attire: All boys are required to wear a school tie, white dress shirt, navy pants. Cardigans or vests are the only outerwear permitted.**

- Shirt – light blue polo; tucked in at all times
- T-shirt – only white (plain) may be worn under uniform shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – blue school logo or school team/program logo
- Pants – navy twill (no sagging, Cargo type, hip-hugger or slim fit)
- Shorts – navy twill; must be near but cannot cover the knee (No sagging, Cargo-type, hip-hugger or slim fit); must be a regulation short purchased through the uniform company
- Socks – white, navy, or black (must be anklets, crew or knee socks)
- Shoes – athletic or rubber-soled and must be secure to the foot (so they do not fall off); **black, white or navy blue as main color; boots are not allowed.**
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**



## **Hair (All Grades)**

Hair should be washed and well-groomed and should not obstruct vision. Boy's hair should be no longer than the top of the uniform shirt collar. Boys should not have ponytails unless tribal. Boys may not have moustaches, beards or goatees. Girls may wear simple barrettes or hair ties. **No hats**, scarves or bandanas. Dyed, shaved or spiked hair or other fad/radical hairstyles are not permitted and must be corrected immediately.

## **Jewelry**

Girls may wear a religious medal/chain or scapular. A watch may be worn. Only one set of single stud earrings are allowed, and must be worn on the lobe. Earrings may not be large and may not dangle (safety issue). No bracelets or rings are permitted.

Boys may wear a religious medal/chain or scapular. A watch may be worn. Earrings are not allowed on boys. No bracelets or rings are permitted

## **Makeup**

Make-up/glitter is not allowed at any time. Clear nail polish is allowed; no fake/false nails are allowed. Tattoos are not allowed.

## **Uniform Check**

Uniforms will be checked daily by the homeroom teachers. Appropriate action will be taken with students who choose not to comply with uniform regulations. Behavior grades will be impacted. When the student receives a dress code violation, a uniform notice will be sent home and the student will receive a detention for each third violation.

## **PE Uniforms**

Students may wear the approved school PE uniform on their designated PE days. These uniforms are available through our uniform company.

## **Non-Uniform Dress Code**

Uniform standards of cleanliness, neatness, good repair, tightness, hair, jewelry etc. apply. Message shirts may not have inappropriate language or images. Tank tops, spaghetti straps, tight or revealing items are not allowed. **No hats** or open-toed shoes are allowed.

# **Extended Care**

**Contact Number: (909) 862-8406**

Phone calls are answered between 3 p.m. and 6 p.m.

## **Purpose and Philosophy**

It is the purpose of the St. Adelaide Academy Extended Care program to provide a safe and secure environment for the children of our school during out-of-school hours. The philosophy of the program incorporates that of the school and includes providing a child-care environment where Catholic principles are foremost and where the social and personal needs of the children of working parents are met and nurtured.

## **Admission Policy**

The St. Adelaide Academy Extended Care program is open to any currently enrolled student of St. Adelaide Academy, Grades TK-8. Preschool students are supervised in a separate area.

## **Program**

The Extended Care program is balanced with time for indoor and outdoor play, group crafts/activities, individual activities, homework and snack.

## **Homework**

Homework/study period will be conducted daily for the first 45 to 60 minutes, except Fridays. Children will be in a supervised setting. Staff members will make every attempt to assist students with questions, but the ultimate responsibility of overseeing homework belongs to the parents. All children will be expected to respect the need for quiet during homework time. If they do not have any homework, they will be asked to read quietly.

## **Hours of Operation**

Extended Care is offered on regular school days and early dismissal days from 6:45-7:45 a.m. and 3:00-6:00 p.m. Extended Care is available on minimum days (noon dismissal) from 12:15 p.m. until 6:00 p.m.

**Extended Care is not provided on minimum days before Thanksgiving, Christmas, Easter, and the last day of school.**

## **Fees**

There will be a fee charged for Extended Care of \$4.00 per hour per child. Families may also pay a monthly rate of \$160 (one student), \$250 (two students) or \$350 (three students). Monthly rates remain the same each month. Credits cannot be issued for occasional absences or holidays. Prolonged illness (one week or longer) may be credited. **For students not picked up by 6:00 p.m., a fee of \$1.00 per minute, per child, will be charged. If the problem is ongoing, the family may be denied Extended Care privileges.**

Extended Care fees will be billed monthly through Facts Management. These will become delinquent after 10 days of the date of the billing. A \$15 late charge applies. Habitual non-payment or late payments of monthly bills may result in exclusion from the Extended Care program.

## **Sign-In and Sign-Out Procedures**

Morning Extended Care students are dropped off by their parents who must supervise the student until they reach the north benches. The student is met by the morning supervisor. After-school Extended Care students report to the Extended Care area and are “clocked in” by an afternoon supervisor at 3:00 p.m. on regular school days and 12:15 p.m. on minimum days.

Students who remain on campus after the Wednesday tutoring sessions or sports practice must check into Extended Care.

After-school Extended Care students must be signed out by their parent or another adult designated on the Emergency card.

For your student’s safety, each student **MUST** be signed out of Extended Care when picked up (**NO EXCEPTIONS**). Parents failing to sign out their child(ren) will be charged until 6:00 p.m.

## **Illness or Accident**

In cases that appear to be of a minor nature, first aid will be administered on site. Medication **WILL NOT** be supplied or administered. In cases that appear serious, the staff member will carry out the instruction on the emergency form. It is imperative that we have a current emergency number of an adult at all times. Parents will be expected to make arrangements for their ill/injured child to be picked up within 30 minutes.

## **Emergency Procedures**

Fire and earthquake procedures will be the same as those during school hours, with adjustments for the Extended Care program. The staff will periodically review and practice these procedures with the children. The staff has access to the school’s emergency supplies if they should be needed.

## **Behavior Policy**

Children are expected to follow the rules of the Extended Care program, respect staff members, other students, and all property. School policies that are in the Parent Handbook apply during Extended Care. Students remain in uniform while in Extended Care. This is required so that students are easily identifiable and accounted for during the time of supervision.

No electronic devices are permitted at school with the exception of eReaders (ex. Nook, Kindle, iPad). Students may only use the device for eBooks. Toys/play equipment, etc. are not brought from home and may not be used at school at any time.

## **Reasons for Termination**

Extended Care service to the family can be terminated by the Director after consultation with the school Principal. Such a decision will be given with one week’s written notice, and for the following causes:

- Non-payment of fees
- Chronic abuse of Extended Care hours
- Repeated failure of the parent/guardian or child to respect the safety and rights of the Extended Care staff and students in the Extended Care program

## **Questions/Concerns**

Principal: Mrs. Barbara Malouf

Morning Extended Care Supervisor: Mr. Leo Chrisman

Afternoon Extended Care Supervisor: Mrs. Rose Torres

# **Extra-Curricular Activities**

## **Sports**

Our sports program involves opportunities for football (boys), volleyball (girls), and basketball (boys and girls) (Gr. 4-8), track and field (Gr. K-8). Parents are requested to assist by coaching, refereeing, providing transportation, and by attending the games. Athletes waiting for after-school practice must remain with their teacher until 3:00 p.m. At this time, they may change into sports clothing.

## **Requirements for Participation in Sports**

Principal and teacher approval as well as a signed permission slip from a parent/guardian are necessary prior to sign-up time for eligibility to participate in sports. Eligibility is verified weekly as well as at the end of each trimester. **Students must maintain a 2.0 GPA average, with no academic grade lower than a “C-” (75%) and a minimum “B” in Conduct/Behavior.**

If a student’s grades or behavior falls below the grade requirements, he or she will be placed on probation for a one-week period. Students will remain on sports probation until grades are at an acceptable level. Students must have on file the school’s official Diocesan Indemnity form signed by a parent or legal guardian in order to participate. A grade check will be used to determine eligibility.

## **Sports Fee**

To ensure student commitment to the school’s team, and to offset the growing costs of fielding a team, refereeing and facilities, the following fees will apply:

**\$75 per sport per student** for football, volleyball, soccer and basketball (Families who find this a hardship should contact the Principal.)

**Track:** TBD

Fees will be billed through Facts Management.

## **The Inland Catholic Schools League (ICSL)**

The ICSL strives to:

- Provide stable athletic programs where positive self-image, fair play and teamwork receive priority
- Motivate students to reach their highest potential in areas of learning and play
- Foster cooperation among parents, faculty, staff, and students to make athletic programs a unique and contemporary forum for young people to display their talents and school pride
- Provide enjoyable recreational activities, which foster an attitude of Christian sportsmanship and team play
- Students who participate in sports will be recognized and acknowledged at an Awards Ceremony

## **Student Council**

The purposes and goals of the Student Council are to promote citizenship and leadership, to encourage a high standard of scholarship, to instill school spirit, and to demonstrate the practical application of democracy and Catholic Christianity. The primary function of the organization is to provide service to the school community. The officers are President, Vice-President, Secretary, Treasurer, Commissioners of Religious Activities, Athletics, Ecology, Safety, Publicity, and School Spirit.

Qualifications to serve on Student Council include a 3.0 GPA, with no grade lower than “C”, and a minimum “B+” in Conduct. Failure to keep grades up will result in a one-week probation or longer until grades return to required levels. The Moderator will determine eligibility at the end of the probation period.

## **Field Trips/Transportation**

### **Privilege not a Right**

No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Field trips may be permitted under the following conditions as prescribed by the Diocesan Policy Handbook, and with the approval of the Principal:

1. Parents are informed well in advance, students are prepared, specific goals are set, cooperating agencies are booked, and adequate chaperones are available
2. The trip must have clear educational or cultural value and be discussed/cleared with the Principal at least two weeks prior to the trip. There will be a follow-through report or activity on experience gained from the field trip.
3. A signed permission slip on the Diocesan standard form must be completed and signed by the student’s parent/guardian. **THE ENTIRE FORM MUST BE RETURNED by the due date. Students will not accompany their class if the required form is not signed or submitted in a timely manner.** Telephone calls are not accepted in lieu of written form. Parents have the right to refuse to allow their child to participate in a field trip. Permission slip releases the school from liability.
4. All drivers must be 21 years of age or older and must complete a “Driver Information Sheet” and provide accompanying copies of the driver’s license, vehicle registration and proof of insurance. Drivers must also have a completed and signed Volunteer Information Sheet on file, as well as **BACKGROUND CHECK CLEARANCE, CMG Driver training and Safe Environment training completed.** Drivers must have sufficient insurance coverage as prescribed on the “Driver Information Sheet”. (Only one form is necessary per year.) All drivers must also complete an online training. School employees are not allowed to drive students on field trips.
5. Teachers will assign student passengers in transport vehicles. Parents may not override this decision.
6. **Field trip drivers may not make stops going or coming back from a field trip. Drivers are to “caravan” with other cars and drivers on the trip.**  
**\*Failure to follow these regulations will result in the offending chaperones being refused for future field trips.**
7. No student shall be transported to or from any activity in the OPEN part of ANY TRUCK OR OTHER VEHICLE or in any vehicle where passenger seating is not provided.
8. There shall not be more occupants in a vehicle than there are seats and seat belts provided.
9. Parents who drive on field trips must stay with the class the entire time to help chaperone and return their group back to school immediately following the trip.
10. **Only St. Adelaide students from the designated class may go on a field trip – no toddlers or other students may participate in a class/school field trip.** This is necessary for the safety of the students on the trip and for insurance purposes.
11. **Students may be denied participation if they fail to meet academic or behavior requirements.**
12. Booster seats/belts

## Parties

**Parents bringing treats for their child's birthday must have prior approval from the classroom teacher. Birthday parties may only take place during the lunch period. Any lunch party must be approved by the classroom teacher one week prior. *Parents must be present to facilitate the party.***

Parents should provide a healthy alternative to candy and soda, such as fruit and juices. (Please be conscious of student allergies.) Parties held at school must include ALL classroom students – there are to be no private group parties. Do not have limos or other fancy transportation pick up or drop off students at school. This is disruptive to the student body as a whole. Balloons and flowers are to be brought to the office and will become the property of the individual at the end of the day – no personal presents or gifts should be exchanged at school.

Students are not to hand out party invitations to classmates unless ALL classmates are being invited; this also applies to multi-class parties. Use the postal service to send invitations if inviting less than the whole class.

## Retreats

Students preparing for the Sacrament of Reconciliation and the Sacrament of First Eucharist will attend a retreat with their parents. The retreat is held in partnership with the parish. The school will offer retreats for parents, students and teachers throughout the year. The eighth grade class attends two retreats at Aquinas High School. Other class retreats focus on the school year's theme or liturgical season. The retreats are an important part of the student's faith formation and are encouraged to fully participate.

## Student Service Hours

Middle School students are required to give service during the school year. Each trimester the six grade students need to complete five (5) hours, seventh grade students complete ten (10), and eighth grade students need to complete fifteen (15) hours as part of their trimester religion grade. The purpose is to help foster Christian growth in our young people to provide needed service in the larger community. Students need **pre-approval from their religion teacher** for the projects they choose and must complete a "Service Hours Verification Form" when any service is completed. The students may not be paid for the service, and the service must benefit the general community or the parish. Policy requires that the service hours be completed each trimester in order for students to receive their trimester Religion grade (failure to do so will result in losing one full grade). Some service projects will be done as a class or middle school, and some work will need to be done out of school. Requirements will be given to students; parents receive the requirements at Back-To-School Night. Please contact the middle school religion teachers with questions or comments. Service hours are a requirement for graduation.

# **Technology and the Internet**

All parents and students are required to sign a Technology Use Agreement at the beginning of each year. Students must be responsible for accessing only appropriate web sites and reporting any accidental “hits” of inappropriate sites. The school computer lab and network has software which blocks inappropriate sites. However, no program is foolproof. While our school filtering system establishes some parameters for appropriate use, students and parents are primarily responsible for the appropriate and ethical use of technology, particularly at home.

The following are unacceptable:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting or threatening others
- Damaging of computer systems or computer network
- Violating copyright laws
- Submitting documents from the Internet as a student’s personal work
- Using another person’s sign-on and/or password
- Trespassing in someone else’s folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Receiving or sending emails through the school system
- Revealing a personal phone number, name or address of one’s self or another
- Changing settings or passwords on school technology devices

Students who do not comply with usage rules will forfeit their usage privileges.

The school actively monitors student use of the computer.

**Inappropriate use of the Internet outside of school may subject the student to consequences. Inappropriate use includes harassment, use of school or parish name, remarks directed to or about staff or students, offensive communications and safety threats.**

## **School/Principal’s Right to Amend**

- The Principal retains the right to amend the handbook for just cause.
- Parents will be given notification if changes are made.