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## **Saint Adalbert Catholic School Handbook**

The purpose of this Handbook is to make students and parents aware of the rules, regulations, policies and procedures of St. Adalbert Catholic School. Please read and understand this information. We encourage parents to be actively involved in the educational program of their children by conferring with teachers and administrative staff, by attending parent meetings, and by participating in school functions.

The rules and regulations in this Handbook are not all-inclusive. The Principal will make a final decision about a rule, regulation, issue, or incident that is not specifically stated in the handbook.

### **MISSION STATEMENT**

At Saint Adalbert Catholic School, it is our mission to fortify every child with a strong foundation in challenging academics, collaboration within their community, and appreciate the gift of serving others. With Jesus Christ at the core of their actions, every child receives a faith-based education that enables positive growth and understanding within our ever-changing world.

### **PHILOSOPHY**

As a Catholic School, we believe in the sanctity of the family and reverence for all human life regardless of age or form. With God’s Holy Word to inspire us, we seek to engage all of our students academically, spiritually, and socially as to lead and promote positive Christian lives through their mutual respect for and interactions with others. We dedicate ourselves in faith in Christ to spread with our school community the values of truth, justice, peace, kindness, and admiration of others while preparing and molding our students for positive, successful work as the leaders of tomorrow.

### **BELIEF STATEMENTS**

1. We believe that safety and security are essential for appropriate, concise, and thorough learning and teaching.
2. We believe that it is necessary to model to our students by living the dedicated role of Jesus in our lives and exemplify Him to our students.
3. We believe in the value of developing students to become independent lifelong learners.
4. We believe in molding students as to build self-confidence so they can branch out, expand, and reach their full potential.
5. We believe that it is imperative for each child to recognize the importance and value of social justice, the sanctity of life, and service to others.
6. We believe that involvement and participation in liturgical ceremonies nurtures positive attitudes and promotes positive morals and values in all students.
7. ***We believe it is necessary to support each parent/guardian in their role as the primary educator of their student as best we can.***

## **TEACHER CERTIFICATION**

All teachers at Saint Adalbert Catholic School are certified by the State of Ohio. Each teacher strives to teach and act consistently with the philosophy, goals and policies of the Diocese of Cleveland (OCFE) and those of Saint Adalbert Catholic School.

## **PARENT RESPONSIBILITIES**

It is the parent (parent and guardian) responsibility to provide the basic needs for the child such as food, clothing, shelter, safety, and love. Until a child has these, he/she will not be ready to learn. Parents are responsible for providing the proper materials and atmosphere for study and learning. *At St. Adalbert Catholic School, parents do this by making sure the student is in full compliance with the dress code stated within this handbook at all times.* Parents must also encourage regular and prompt attendance. Parents must cooperate with the teacher, be careful not to criticize the teacher in front of the child, and investigate all the facts before making a judgment. Parents are required to sign the “Parent Enrollment Agreement” before their child can begin classes.

## **PARENT TEACHER UNION (P.T.U.)**

The PTU is an integral part of the St. Adalbert Catholic School and its community. PTU meetings are held on a regular basis. All families are asked to send at least one family member to each meeting. The PTU meeting may consist of a business meeting, a guest lecturer, student presentations or other school issues. The PTU is actively engaged in several fundraisers during the school year. This money helps to pay for items that are not covered by tuition. In the past, the money has bought desks, computers and educational items for enrichment, and remediation. **Each family must participate, and is required to sell \$200.00 worth of merchandise. Families who do not participate will have their tuition increased by \$200.00 or the balance of that amount. Please plan accordingly if you do not wish to participate in the fundraisers.**

## **ADMISSION POLICY**

Students entering Pre-Kindergarten must be 3 years of age on or before August 30<sup>th</sup> or 4 years of age on or before September 30<sup>th</sup>. Students entering Kindergarten must be 5 years of age on or before September 30<sup>th</sup>. These students are given the Early Prevention of School Failure Test which is administered by the school psychologist, reading specialist, and/or Primary-Grades teacher.

In order for any student to be accepted, in grades K-8, the following records must be submitted to the school: academic and attendance records from their previous school, child’s birth certificate, court custody agreements (proof of guardianship), any existing IEPs or ETRs, allergy information, psychological assessments if applicable, and all health and immunization records. Upon acceptance, parents must sign the “Parent Enrollment Agreement.” All new students accepted into the school are placed on a probation contract for the first year. **Students will not be welcomed back if their behavior or academics are not in good standing. If the child is on a behavior contract or academic contract, they will not be accepted back the following school year.**

## **RACIAL NON-DISCRIMINATORY POLICY**

Saint Adalbert Catholic School does not discriminate based on race, gender, national origin, ethnicity or religion.

## **TERMS OF ENROLLMENT**

Enrollment in the school is renewed each year through registration and completion of the yearly registration forms. Acceptance is contingent upon all financial requirements being met and evidence of acceptable effort and conduct in accordance with school policies. Students who are not in compliance with behavior standards may not and/or will not be invited back. This includes full compliance with this school handbook and the rules/regulations outlined within. Parents who do not turn in Admission or Enrollment documentation will be considered in compliance due to their registration of their child and agreement to attend. **Students enrolled in their first year at our school are automatically placed on a probationary period and may not be permitted to attend the following year based upon negative behavior, academia, or other circumstances.**

## **REGISTRATION AND TUITION**

Registration and Tuition costs are reviewed annually by the Principal and the Finance Director of St. Adalbert Catholic School. Currently tuition is \$4,650.00. The “Tuition Plan” is available in the school office. A non-refundable registration fee of \$50.00 is due by the FIRST DAY OF SCHOOL.

Tuition payments begin on September 1<sup>st</sup> and payments are due on the 1<sup>st</sup> of each subsequent month. The yearly tuition amount is divided into 9 equal portions with the first payment being made on September 1. All tuition payments, lunch room fees, library fees, and Aftercare fees are to be paid in full by May 1.

Tuition is paid at the school office Monday through Friday between the hours of 7:30 a.m. and 2:30 p.m. Tuition is considered overdue if the monthly payment is not in the school office by the 1st of the month. Payments can be made by cash, credit card, money order, or a personal check. If a check fails because of insufficient funds, a \$50.00 finance fee will be applied to the tuition cost and the check submitter will lose the privilege of paying tuition by check. Accounts 30 days behind are considered delinquent and in such instances the school reserves the right to apply a \$20.00 per month late fee to the tuition cost. The school has the right to not admit a child to the classroom when tuition or registration payments are overdue.

If a student has to be withdrawn from school during the school year due to unforeseen circumstances, parents who have paid tuition in advance are entitled to a refund. Academic records will only be released to a student’s new school upon completion of financial obligation, or with the permission of the Finance Director.

**PROGRAM TRANSITION AND TRANSFER OF RECORDS POLICY**

For students that are leaving our school or a particular program at our school, we have certain guidelines outlined to make the transition easier and function smoothly. Some transitions at our school may occur within the building such as Kindergarten Graduation or transitioning from our Pre-K program into our regular K – 8<sup>th</sup> grade structure. Other elements may consist of leaving our building altogether such as 8<sup>th</sup> grade graduation into high school.

In the event that a student transfers from our 8<sup>th</sup> Grade into High School, they must request their last two report cards, a copy of their permanent record card, and standardized test results from the Main Office. In cases in which the student is applying to and accepted at a Diocese of Cleveland High School (such as Villa Angela Saint Joseph, St. Martin de Porres, or Benedictine), the Main Office will forward the information to that school on behalf of the student. However, if the student is attending a non-Diocese school it is their responsibility to make this request to the Main Office. Requests for transfer of records require the appropriate use of a “Transfer of Records Form” which indicates the school that the materials are to be sent to as well as a parent signature and date of request which authorizes the transfer. In both cases of promotion to a Diocese and non-Diocese high school, at least two letters of recommendation are required from the 8<sup>th</sup> grade teachers and/or Assistant Principal.

In the event that a child is promoted from our Kindergarten program to the next academic level, the Main Office will complete the process with no parent signature required. The process includes the setting up of a permanent record file, creating a permanent record card, and obtaining the most recent report card with academic performance and attendance records.

In the event that a student is promoted from our Pre-K program into the K – 8 program of our school, the Main Office staff will request the following information to be provided to them from the Pre-K teachers:

- Dental records with diagram of teeth
- Health records with height and weight displayed
- Photograph of student
- Academic progress report or report card
- Attendance records including tardies
- Results of standardized testing
- Any voucher information
- A copy of the child’s birth certificate and social security number
- A copy of the child’s parents’ Nutrition Services agreement for free/reduced lunch (may be kept in a separate file in the Principal’s Office)
- A copy of the child’s parents’ financial agreement and statement with the school, if applicable
- A list of any known allergies
- Documentation of an IEP, ETR, or learning disability if applicable.

A parent, upon enrollment in the Kindergarten program at our school, completes a Saint Adalbert Catholic School registration form granting permission for the Main Office staff to complete this process and request this information. This is applicable for all new applicants to our school regardless of grade level.

## **MEDICATIONS**

Saint Adalbert Catholic School will provide oral, pill or capsule medication to children who require regular doses to be provided through the day ONLY IF these doses are in a prescription bottle from a licensed doctor. Students who require EPI-Pens, inhalers, or similar medical devices should provide the school office with additional materials in the event that they are needed prior to the beginning of the school year. Students suffering from side-effects to medication should provide this information to the school office in writing from their doctor immediately after the medication is started. All allergy information must be provided prior to the student’s start of the school year. Only the administration or the school nurse will provide these medications.

## **LEGAL CUSTODY AND FAMILY RELATIONSHIP WITH ST. ADALBERT CATHOLIC SCHOOL**

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

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

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to which ever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child’s achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Saint Adalbert Catholic School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

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

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include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services. Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In case of ‘joint custody’ (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled ‘jointly’ if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, misinterpretations.

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

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

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

## **SCHOOL DAY**

### Bell Schedule

**Morning Arrival:** 7:40 a.m. children are present at school cafeteria  
7:55 a.m. homeroom begins (DEAR Reading time)  
8:05 a.m. classes begin; **children must be present by 7:50 or they are considered tardy.**

**Lunch:** Grades Pre-K and Kindergarten = 10:22 – 10:52  
Grades: 1 and 2 = 11:03 a.m. – 11:33 a.m.  
Grades 3, 4 -- 11:38 a.m. – 12:08 p.m.  
Grades 5, 6, 7 -- 12:20 p.m. – 12:50 p.m.  
Grade 8- 1:00 p.m. – 1:30 p.m.

**Afternoon Dismissal:** 2:50 p.m.

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Students are to be on school grounds by 7:40 a.m. Students may begin entering the building at 7:00 a.m. Breakfast is available for students, beginning at 7:15 a.m. daily.

Students are to leave school grounds immediately following the 2:50 p.m. dismissal, unless they have the Principal or Assistant Principal’s permission to remain, or if they are enrolled in the after CYO Sports Program, in an after school club, or are in the Aftercare Program. Students must be in the designated area after school hours.

**ATTENDANCE POLICY**

Students are expected to be in school daily. They may arrive between 7:00 a.m. and 7:40 a.m. to receive breakfast in the cafeteria. School will begin promptly at 7:55 a.m. Students that arrive in the building after 7:50 a.m. or are not in their homerooms at 7:55 a.m. will be considered tardy. **Students that are tardy three or more times will be required to serve an after-school detention.** If students are not going to attend school due to illness or personal reasons, parents are expected to notify the school office no later than 9:00 a.m.

Students are not permitted to leave school during the day without a note from their parents prior to their departure explaining why they need to leave. Students must report to the office upon leaving with their parents/guardian to sign out. **Any student leaving the building without signing out will be considered truant and may be reported to the authorities.**

*What is an Excused Absence?*

Attendance is part of a student’s permanent record and will transfer with them to high school. An excused absence is one in which the parents and administration agree that there is no need for the student to be present in the school building due to adverse circumstances, representation in school activities, or illness.

All absences of students will be excused by the administration upon receipt of a written explanation from the parent or guardian. Failure to provide a note concerning the reasoning will result in the absence being considered unexcused. Students who are out for bereavement should bring a note from a parent or guardian explaining the situation. Please notify the office immediately of the situation should this occur.

Vacations will not be considered excused absences as vacations should be taken during the allotted time over the summer or holidays. Students who are ill three days or longer consecutively will be required to provide a doctor’s note to validate their health upon returning to school.

Students with an excused absence will be expected to complete all assignments that were missed. Students with an unexcused absence will not be able to make up their missed assignments.

**In the unlikely event that a student is absent more than twelve days in a semester, their parents will be required to conference with the principal about their absences. Students that are absent more than twenty-five days in a school year may be**



**retained at the administration’s discretion due to apparent lack of academic progress.**

## **RECESS**

After lunch, recess provides additional time for students to socialize, and interact with their peers. Rules at recess are determined by grade level, and *participation in recess is a privilege, and not a right*. Students who cannot cooperate and behave in-class will not be permitted to attend recess. Basketballs and footballs are acceptable playground equipment; however, they should be clearly labeled with the student’s name before bringing to school. Saint Adalbert Catholic School will provide some materials but those are clearly the schools, and should be treated with care.

## **COMMUNITY VISITS AND VOLUNTEERS**

Parents, guardians and friends of St. Adalbert Catholic School are welcome to visit the school. The teaching, learning process is time consuming, and St. Adalbert Catholic School volunteers can help in this process. Therefore, if you would like to visit or volunteer at our school, we ask that you make an appointment at least one day ahead of time to visit. This appointment should be collaborated upon with the Secretary and Teacher in advance to best assist the learning process, not create disruptions, and to visit at appropriately meaningful times. Once at our school, we ask that you **immediately receive** a “Visitor’s Pass” from the office and wear that pass during your stay. Parent assistance in the lunchroom or on the playground is encouraged.

*\*Per OCFE guidelines, all volunteers must be Virtus trained, have the Sexual Abuse Prevention Policy Training, take the Standards of Conduct for Ministry Training, and take a background check if their volunteer time will exceed one-hour per week. The VIRTUS training will consist of a two-and-one-half hour session to learn about how we can protect and keep our children safe. The other mentioned trainings include videos that are approximately one-and-one-half hours in length.*

## **ACADEMIC PROGRAM**

### **CURRICULUM**

St. Adalbert Catholic School follows the curriculum requirements which are determined by the Department of Education of the State of Ohio, and the Board of Catholic Education of the Diocese of Cleveland. Grades are an evaluation of what a student has learned. These evaluations become part of the student’s permanent record.

### **HOMEWORK**

The purpose of homework is not only to instill a sense of responsibility and allows the student to develop effective study and work habits, but also to reinforce the lessons developed during class time. Student homework assignments will vary depending on grade level, and will be determined by the classroom teacher. Students in grades 5-8 will receive of homework each night, whether it be written work or study time. A child will benefit most from homework if parents check regularly on what has been assigned, as

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well as on the neatness and accuracy of written assignments. This kind of involvement will keep parents well informed about what is happening in school.

An atmosphere conducive to study is necessary for the student’s proper concentration and performance. A designated time and place for study is advisable. Your child should be free from distractions such as radio, iPod, television, cell phone, and other social situations.

**REPORT CARDS**

Students receive report cards four times a year. The report card must be signed by the parent and to be returned within three days after it has been issued. **Failure to sign and return will result in a detention being issued.** Parents and teachers are to contact each other when a problem seems to be developing with either grades or behavior as indicated on the card. Interim reports will be issued between report cards.

**GRADING SCALE**

100-98 A+	92-90 B+	84-82 C+	76-74 D+
97-95 A	89-87 B	81-79 C	73-72 D
94-93 A-	86-85 B-	78-77 C-	71-70 D-

69% and lower is an “F”.

**CONFERENCES**

Parents may schedule meetings with teachers before school or after school at a mutually agreeable time. Conferences can only be arranged by making an appointment with the teacher. Formal conferences will be held two times during the school year depending on availability and events (usually November and March).

**HONORS**

At the end of each quarter, honors will be awarded to those students who have diligently worked to receive high averages in all of their core and specials subjects. Core subjects include Math, English / Language Arts, Reading, Science, Religion, and Social Studies. In order to be included in the honor roll, **students must have demonstrated positive behavior and a B or higher in conduct!** The honor roll will be as follows:

**HONOR ROLL (GPA 4.0):** A’s in all subjects, no “N” or “U” in specials or grades lower than an A in conduct.

**MERIT ROLL (GPA 3.00 – 3.99):** A’s and B in all subjects, no “N” or “U” in specials or grades lower than a B in conduct. The citizenship award and perfect attendance award will also be awarded each quarter. Teachers may also provide additional honors for their class at their own discretion.

### **ACADEMIC PROBATION**

The mission of St. Adalbert Catholic School is to educate students, and challenge them to meet their potential. Students are encouraged to participate in extracurricular activities throughout the school year; however, it is essential to remember that these activities are a privilege, and not a right. A student’s academic success takes precedence to his or her participation in a sport or activity. Students who are below a 1.5 grade point average (a D average) will be considered on academic probation. If the student remains at a 1.5 through the end of the quarter, a meeting will be set up with the student, parent(s), and principal to further assess the student’s academic needs. The student will be ineligible to participate in sports, after school activities, or other extracurricular activities, including field trips. The student may also be in danger of retention.

### **PROMOTION AND RETENTION**

The Principal, after consultation with the teacher and parent, makes the final decision as to the promotion or retention of a student. Retention is based on a number of conditions (such as behavior, effort, and homework completion AS WELL AS academic scoring) and is considered to be a serious matter. Completion of our Summer School Program does NOT permit promotion to another grade. Students that transfer to our school from another location who are not in their regular grade due to retention may not be placed in their regular grade based upon request or circumstance. Our school follows the same regulations of the Ohio Department of Education in this instance and only students testing at an “exceptional level” would be considered eligible to move to an advanced grade beyond their current grade.

### **TESTING**

The “MAP TEST” from NWEA are given each year to the appropriate grade levels. We are also required to give the AIR exams in the spring and fall to 3<sup>rd</sup> graders only. We do also conduct STAR Reader assessments, ACRE, and NAEP (every 2 years) testing periodically.

### **RELIGION PROGRAM**

A family or individual interested in being instructed in the faith tradition of the Catholic Church can contact the Pastor at 1-216-881-6250. At Saint Adalbert Catholic School, examples of Christianity are presented in a variety of ways:

- Formal Catholic religion classes for all students
- Student participation in worship/prayer services
- Daily prayer throughout the school day
- Opportunities for Christian service projects in the school and in the community
- Good conduct at St Adalbert is rooted in respect for the rights of each individual as a unique and special child of God.
- Attendance in the Religion Program is a requirement of attending our school. There is no ability to “opt-out” and those seeking to do so may not be in the correct center of academia for their liking.

## **AFTERCARE PROGRAM**

The Black Jack Aftercare Program at St. Adalbert Catholic School is an after school program that runs daily from 2:50p.m. - 5:30 p.m. Aftercare provides a safe environment where children can be tutored and participate in a variety of educational classes that will aid children in their personal and educational growth. Aftercare at St. Adalbert is open to all school children for a fee. The rules of Aftercare are the same as during school hours and should be followed as if students were in their regular classes. Students may be suspended, receive detentions, or be removed from Aftercare due to inappropriate behavior or failure to listen to Aftercare staff. Aftercare is a privilege!

## **GOVERNMENT PROGRAMS**

A Speech and Hearing Program is provided to help a student who exhibits difficulty with the production of sound, language structures, and hearing difficulties. Therapy is arranged for these difficulties.

Remedial Reading and Math Classes are provided for a student in grades K-3 who are reading below grade level, or have difficulty in phonetic analysis.

With parent permission, a Psychological Test is available for a student who needs special guidance.

The Lunch Program at St. Adalbert Catholic School provides a daily hot meal during the school year. Payment for the lunch program is put in a sealed envelope, the student's name and grade is put on the envelope and is delivered to the school office. Food items must be paid for on the day food service is rendered. Some families may qualify for free or reduced lunch under the Government Lunch Program. The Government program forms must be returned to the school office at the beginning of the school year. **Students are not permitted to bring “fast food” or other such lunches from home, or to have parents bring such lunches to school, as per government regulations.**

## **HEALTH REGULATIONS**

### **HEALTH**

The school nurse administers first aid when needed and additionally conduct health screenings. Staff members will administer first aid when the school nurse is not available. Students are tested during the year in hearing, vision and scoliosis. Height and weight are recorded on a students' health card. State of Ohio requires that a health record be kept on file for each student. Please note that this care is not to be intended to be a substitute for medical care. The State Law prohibits nurses to practice medicine, which includes making medical diagnoses of illness and injuries, and prescribing medication. This is your physician's responsibility. Parents will be notified when special medical or clinical intervention is necessary. **Parents must provide immunization records for their child. If you child's immunization is not up to date they will not be permitted to attend school.** Regular booster shots are required for attendance and parents may not “opt-out” of providing these records effective January, 2017.

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Parents who require resources or assistance in locating locations for health screenings may contact our school nurse or the secretary for additional assistance. A short list of locations and abilities are provided below:

1. Care Alliance Health Center – Free Clinic; Medical & dental services provided  
6001 Woodland Ave, Cleveland, Ohio 44104  
Phone number: 216-923-5000
2. Circle Health Services (The Free Clinic) – Free Medical & dental services  
12201 Euclid Avenue, Cleveland, Ohio 44106  
Phone Number: 216-721-4010
3. Superior Health Center – Medicaid, Medicare, and Sliding Scale payments  
12100 Superior Avenue, Cleveland, Ohio 44106  
Phone Number: 216-851-2600
4. Southeast Health Center – Adult care and pediatrics, primary care services  
13301 Miles Avenue, Cleveland, Ohio 44105  
Phone Number: 216-751-3100
5. Norwood Health Center – Primary care and dental; pediatrics and adult care  
1468 East 55<sup>th</sup> Street, Cleveland, Ohio 44104  
Phone Number: 216-881-2000

Regular health screenings are required for children who attend our school but are also highly encouraged for parents and other family members. For additional resources on the importance of health screenings, please visit the following websites. Pamphlets may also be found in our Main Office.

1. <http://www.concentra.com/employers/health-wellness/health-screenings/>
2. <https://medlineplus.gov/healthscreening.html>
3. <https://www.totalwellnesshealth.com/biometric-screening/resources/>
4. <https://mentalhealthscreening.org/>
5. <https://www.cdc.gov/family/checkup/index.htm>

## **ILLNESS**

Because colds and infectious diseases spread among children, parents are asked to keep children at home if they exhibit any of the following: sore throat, fever, nausea, rash, swollen glands, abdominal pains, watery/itchy eyes, pink eye and ring worm. Students who have these symptoms must be kept at home for a 24 hour period. A student with a communicable disease (such as, strep throat, chicken pox) may not return to school until a physician submits a written letter stating the student is in good health.

If a child shows signs of illness, please keep him/her at home and notify the school office by 9:00 a.m. that your child will not be attending school. The school phone number is 216-881-6250. Parents are required to write an excuse note when a child must leave during the day or be absent from school for any reason.

A student who is ill may go to the clinic to see the nurse. If it is necessary for the student to be sent home, a staff member will inform the parent. The student will be released from the school office. No student will be allowed to leave school property, unless accompanied by a parent or guardian.

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Students are not allowed to bring medication to school. However, if necessary, medication can be administered by the school nurse, an administrator, or the secretary when the family physician and student’s parent complete the appropriate medical forms.

**POLICY ON A.I.D.S.**

Children with AIDS enrolled or seeking enrollment shall be permitted to attend school on a regular basis provided:

1. The health of the child, as documented by his/her physician allows participation in regular school activities.
2. The child behaves in an acceptable manner that would not cause spread of the disease or put others at risk.
3. The child does not have any open sores, skin eruptions or any other condition which will prevent him/her control of bodily secretions.
4. There are periodic evaluations of the child’s physical condition with written certification from his/he physician allowing continuing participation in regular school activities.

The Principal will confer with the appropriate persons and consult with the Regional Superintendent of Schools, who will make a decision on each case. Parents and guardians have the obligation to report to the school administration when a child has been diagnosed as having AIDS, ARC or other illness caused by the Human Immune Deficiency Virus.

In order to protect confidentiality, when a child with AIDS is admitted to the school, personnel who are made aware of the child’s condition will be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with the proper authorities, may limit the child’s participation in school activities. A student with AIDS who is excluded from school will be provided with an alternative means of catechetical instruction through his/her parish.

**SCHOOL ALLERGY GUIDELINES**

Our student body has an ever-growing number of children with life-threatening allergies. In order to provide a safe school environment for everyone, we have developed the following guidelines.

**Parent responsibilities:**

- Provide the school with information regarding the child’s allergy prior to the start of the school year.
- Participate in developing an Individual Health Care Plan (IHCP) and/or Allergy Action Plan (AAP) with school health aide or nurse.
- Provide appropriate medical documentation and medication to the school health aide or nurse prior to the start of the school year. This also applies to any side-effects to doctor-issued medication that students may have.
- Communicate concerns to the school as those concerns arise.

**Student Responsibilities:**

- Take as much responsibility as possible for avoiding allergens.
- Do not throw out or share foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the school health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

**Administrator’s Responsibilities:**

- Include in the school’s emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic (LTA) reactions.
- Support faculty, staff, and parents in implementing all aspects of the LTA program.
- Provide training, education, and practice for faculty and staff.
- Provide emergency communication devices (intercom, cell phone) for all school activities.
- Inform parent/guardian if a student experiences an allergic reaction for the first time at school.
- Make sure a written contingency and back up plan is in place in case of a substitute teacher or substitute health aide.
- Ensure that a student is placed in a classroom where the teacher is trained to administer an EPI-Pen, if needed.
- Communicate school policy to organizations using the school facility.
- Place visual reminders of LTA throughout the school building.
- Provide an allergy “safe” table within the cafeteria.

**Health Aide Responsibilities:**

- Provide appropriate forms for parents and physicians once parental notification of LTA has been received.
- Compile a medical concerns list and disseminate to administration and staff.
- Follow and carry out IHCP and AAP.

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- Educate appropriate staff, paraprofessional, and volunteers on student’s IHCP or AAP.
- Have available all IHCP and AAP in clinic.
- Make modifications, as needed, in IHCP of specific students.

**Teacher Responsibilities:**

- Receive, read, and carry out IHCP or AAP for students under teachers’ care.
- Follow procedures as outlined by administration.
- Never question or hesitate to act if a student reports signs of allergic reaction.
- Leave information about LTA in an organized, prominent, and accessible format for a substitute teacher.
- Inform classroom stunts about safe eating procedures within the classroom.
- Follow written field trip policy concerning LTA.

**SAFETY REGULATIONS**

**SCHOOL**

If a child is injured at school or on the school grounds that is beyond a basic scrape or bruise, the classroom teacher or another staff member will complete a school accident report and call the parent or guardian. In the event that an injury occurs that requires immediate intervention and a parent or guardian cannot be reached, the school will contact emergency personnel.

**CARS AND BUSES**

The area in front of the school is a “**No Parking Zone**”. This area is reserved for the Cleveland School Buses only, while drop off of students should occur by driving through the school lot from East 83<sup>rd</sup> and exiting onto East 84<sup>th</sup> Street. Parents may park in the Fairfax Center parking lot when they have business with school personnel. When parents and children cross East 83<sup>rd</sup> Street, they must use the marked street crossing zone and Saint Adalbert Catholic School and Church is not liable for injuries that occur to parents, family, or students that do not use the marked cross walk. The east parking lot behind the school is not to be used to drop off or pick up students. All students entering or leaving Saint Adalbert Catholic School must be dropped off or picked up at door “A” *unless at the appropriate dismissal/entrance time.*

**Some safety reminders for parents:**

- Do drive carefully and slowly in the school zone. The speed limit in our school parking lot is 5 mph!
- Turn any music down so that children and staff can hear each other clearly.



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- Watch out for children. They are the most precious gift God has given us.
- Do not blow your horn or call out to get your child’s attention.
- Remind your child to always walk and not run to the car or bus.
- Instruct your child to only cross the street at crosswalk.
- Car riders should all be picked up in the side parking lot outside door “A”.
- Drop off for students in the morning may begin as early as 6:45 to door “B”. After 7:00 a.m. all students should be dropped off at door “C” until school begins.
- Pick up in the afternoon may begin as early as 2:15 by lining up in the side parking lot outside of door “C”. Car riders will be dismissed at 2:45 p.m. from door “C” with those attending Fairfax Rec. Center dismissed at 2:50 p.m.

### **BUS SAFETY**

Students are expected to conduct themselves properly when riding the school buses. Order is essential if all students are to ride safely. A student who misbehaves on a Cleveland School Bus will receive a written reprimand by the bus driver. A consistent problem with discipline on the bus will result in losing bus privileges. **As per CMSD bussing in 7<sup>th</sup> and 8<sup>th</sup> grades is a privilege. Students who cannot follow directions on the bus will be put off the bus!**

### **WALKERS**

In the morning, students who walk to school should be in the cafeteria by 7:40 a.m. After dismissal, students who are walkers are to go directly home, or to their after school destination immediately. Students are not to loiter at school after school hours. **Students are not allowed back in the school building after dismissal.** Students that attend Fairfax Recreational Center or any other non-school related activity at their parents’ discretion after school do so at their risk. Walkers are to enter and exit through door “A” only.

### **WEATHER EMERGENCIES**

When the Cleveland Municipal School District is closed, Saint Adalbert Catholic School will also be closed. Information on school closing is given by the local radio and television stations. Our school will be identified by the following: Cleveland City Catholic Schools, Cleveland Metropolitan School District, or Saint Adalbert School-Cleveland. Remember if CMSD closes so do we.

### **FIRE, TORNADO AND RAPID DISMISSAL DRILLS**

Fire, Tornado and Rapid dismissal drills are held periodically as mandated by the city and state. These drills are very important for the safety of students and staff. City and state procedures are implemented. Students are to take the seriousness of these at the highest regard and not be silly, disruptive, or nonchalant about this. Students that disrupt these drills will be reprimanded according to our discipline policy in this handbook.

**ACCEPTABLE INTERNET USE POLICY**

In this the 21st century, we are in a time of new and ever changing technologies. We, at St. Adalbert Catholic School, believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at St. Adalbert Catholic School.

All users are expected to use the technology available at St. Adalbert Catholic School in a manner that is consistent with the teachings and mission of the Catholic Church and the school’s academic programs. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
- Avoid distribution of private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices as posted.
- Report security risks or violations to a school administrator, teacher or network administrator.
- Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- Abstain from overriding the Internet content filtering system.
- Respect and protect the intellectual property of others.
- Refrain from copyright infringement (no making illegal copies of music, games, or movies).
- Avoid plagiarism.
- Respect and practice the principles of school community.
- Communicate only in ways that are kind and respectful.

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- Report threatening or discomforting materials to a school administrator, teacher or network administrator.
- Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
- Avoid sending spam, chain letters, or other mass unsolicited mailings.
- Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

\* This list includes examples of inappropriate uses and activities. It does not include every violations and non-compliance with technology.

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

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

## **CONDUCT & CHARACTER**

St. Adalbert Catholic School strives to educate children by using a code of conduct. These rules and regulations enable teaching, communication, and participation by both staff and students. By following these rules, the students learn to respect staff, other students, and themselves. The following conduct is expected of students and is enforced by staff members:

Classrooms: Classrooms are quiet places where minds can work. Shouting and loud talking is not acceptable. Silence and organized discussion are the norm. Hands are raised to answer questions or to be recognized. Desks are organized. The classroom is kept orderly and neat.

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- Hallways Hallways are not gathering places. No running or talking is permitted in the hallways! When going down a stairway, students walk on the outside of the stairs, and when going up a stairway students walk on the inside. **Hallways and stairways are to be quiet at a LEVEL 0 at all times!** This is a safety-related issue!
- Cafeteria: The cafeteria is a place for nourishment and sharing. Proper etiquette is expected when eating in the cafeteria. No “fast food” items are permitted in the cafeteria. It’s a federal law!  
Students are to throw away all trash and clean up their area before leaving after lunch. Failure to do so will result in a detention!
- Uniforms: Parents are to check their child’s uniform and dress before leaving home for school.  
**Students are to arrive at school in full uniform. Students not in dress code will be issued a detention. Students in major violation of the dress code will be required to call home for a change of clothes to correct the violation (boots, incorrect school pants, shoes, etc.)**

## **DISCIPLINE**

Discipline is an essential part of education. If children are to learn, they must be in an environment that promotes Christian values of worth and respect. A student may require a disciplinary action for unacceptable behavior. In such cases, parents will be informed about the behavior and the disciplinary action.

**Uniform Violations:** will be issued to students for uniform infractions in grades **K-3 ONLY**. Examples of these uniform infractions include but are not limited to wearing incorrect shoes (boots or incorrect colored shoes), no sweater vest with a button down shirt or blouse, or wearing a non-St. Adalbert School polo shirt. **Students who receive three Uniform Violations will be issued a detention. Detentions will be issued for students not in dress code for grades 4-8! Students who receive five detentions for dress code will be issued a 1 day OSS.**

Detentions are served for thirty minutes after school and may be issued for any of the following violations:

1. Failure to follow the Code of Conduct
2. Failure to be quiet in the hallways, stairwells, rest rooms, or offices.
3. Inappropriate language
4. Chronic chewing gum
5. Violations of the dress code
6. Tardiness to school

**Detentions:** If a student receives a detention, parents will be informed when the detention is to be served. **A student will serve an out-of-school suspension if they have received five (5) detentions or if they “skip” detention.**

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**Detention slips must be returned with a parent signature the following school day. Failure to do so will result in an additional detention being issued!**

**In-School Suspension (ISS):** A student may serve an in school suspension for any of the following reasons but not limited to:

1. Arguing with another student.
2. Repeated class disruptions
3. Cheating (depending on severity)

*Depending on the circumstances and the situation, a student may serve an in school suspension for one day or ½ day.*

**Out of School Suspension (OSS):** Students may be suspended from school for unacceptable behavior. A suspension excludes the child from school and may last from one to five days. Student work missed must be submitted to teacher on first day back to school. A student will also serve an out-of-school suspension if they have received five detentions or “skip” detention.

**A student may serve an in school suspension for any of the following reasons but not limited to:**

- 1) **Fighting**
- 2) **Disrespect towards ANY faculty/staff**
- 3) **Forging a parent signature on a form**
- 4) **Skipping detention**
- 5) **Five detentions for dress code violations**

**An OSS is issued at the discretion of the Principal or Assistant Principals.**

**Probation:** A student may be placed on probation by the Principal and/or Assistant Principals when there is little or no improvement in the behavior of the student. **A behavior plan will be created. If a student cannot comply with the Code of Conduct during the Behavior Contract the student may be or will be asked to withdrawal at this time depending on the circumstance.**

**Expulsion:** In a serious case of unacceptable behavior, a student may be expelled from St. Adalbert Catholic School by the Principal. An expulsion becomes a part of a student’s permanent record. **Fighting on school grounds can result in an expulsion.**

### **OBLIGATED REPORTING OF NEGATIVE SITUATIONS**

Students may feel the need to “cover” for their friends or not tell the truth to save themselves or a friend from punishment. Not telling the truth, knowing about a negative situation and saying nothing to an adult about it, or intentionally misguiding adults from stopping a negative situation will result in immediate reprimand including suspension.

## **SCHOOL PROPERTY AND PERSONAL PROPERTY**

Students are responsible for the proper care of all books, desks, supplies and equipment provided by the school. Students who disfigure property or damage school property will be required to pay for the damage.

Personal articles are to be marked with your child’s name on them for identification purposes. Items that are lost and then found can be picked up at the school office. **Items of value should be kept at home (i.e. watches, cell phones, tablets, etc.). A lock should be kept on the student’s locker at ALL TIMES! The school is not responsible for lost or stolen items!**

## **LOCKS ON LOCKERS**

It is **highly advised** that students purchase a Master Lock or other comparable brand for their lockers to store their belongings. **Saint Adalbert Catholic School cannot be held liable for any items that are lost or stolen from students’ lockers and we will use lock cutters to enter any locker with a key lock belonging to students who lose their keys.**

## **TELEPHONES AND ELECTRONIC DEVICES**

**Students are directed not to have cell phones, pagers, ipods, game systems, or other electronic devices in their possession on school grounds.** However, we understand the need for students to call parents on the walk home after school. If parents require their children to have these items for the walk home, **the school requires these items to be kept in their lockers with a Master lock on the locker or turned over daily to their homeroom teacher.**

If the phone is out *or found to be in use* during school hours, it will be confiscated by staff and turned over to the Principal or Assistant Principal.

**First Offense:** At that point a parent must retrieve the phone by contacting the Principal or Assistant Principal directly.

**Second Offense:** If the phone is out in school a second time, it will be held by the Principal or Assistant Principal for three days and must be collected by the parent at the end of the three days.

**Third Offense:** Additional incidents involving cell phones and electronic devices out in school past the second occurrence will result in out-of-school suspensions or expulsion for blatant failure to comply.

**The school is not responsible for electronic devices that have been confiscated or for those items brought to school against policy, including bill payments or service agreements. Please note that when given permission after appropriately asking, a student may use a school phone and a staff member may supervise the conversation.**

Camera use on phones are absolutely NOT PERMITTED in school and photos posted online that occur during the school day without prior staff knowledge and approval may render harsh punishments (OSS) as violations of privacy may be infringed upon.

## **POLICY FOR SEXUAL HARASSMENT**

Saint Adalbert Catholic School is committed to providing a safe environment for everyone. In keeping with the goals and objectives of Catholic Education, Saint Adalbert Catholic School prohibits sexual harassment and sexual violence in the school. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual harassment includes the following: verbal abuse, disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature or having such material in one’s possession in the school, on school grounds or school sponsored activities, obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature, spreading sexual rumors/innuendos, any obscene material that is worn as well as any sexually explicit gestures made toward oneself or others.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by the individual and the circumstances in which the harassment occurred.

Possible disciplinary actions may include but are not limited to the following: verbal warning, apology to the victim, suspension, probation, professional intervention and expulsion.

## **SEXUAL VIOLENCE**

Sexual violence is handled separately because of its criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident. The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan legal office will be contacted in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner, is expressly threatened or perceives a threat of physical harm for purposes of the offender’s sexual gratification or is the victim of sex offenses under Ohio law, including gross sexual imposition (O.R.C. 2907.05), sexual battery (O.R.C. 2907.03), rape (O.R.C. 2907.02), importuning (O.R.C. 2907.07), voyeurism (O.R.C. 2907.08), public indecency (O.R.C. 2907.09) or

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felonious sexual penetration (O.R.C. 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

### **BULLYING**

It is the policy of St. Adalbert Catholic School that any form of bullying behavior whether in the classroom, on school property, to and from school or at school sponsored events, is completely forbidden. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion. The school’s commitment to addressing such prohibited behaviors involves a multifaceted approach which includes a number of steps. **A bully is described as an individual who knowingly and intentionally creates harm physically, socially, or emotionally upon another individual. This type of action will NOT be tolerated at our school.** A specific bullying policy followed by the Diocese of Cleveland can be found at [http://www.oce-ocs.org/oce/PDF/AntiBullying\\_Policy\\_2010.pdf](http://www.oce-ocs.org/oce/PDF/AntiBullying_Policy_2010.pdf), and a copy is available in the school office. Students who feel that they are bullied should notify the Principal or Assistant Principals immediately and **NOT** take matters into their own hands. **No fighting will be justified! Fighting is an automatic OSS!**

### **DISRESPECTING STAFF**

Inappropriate speech to or about staff members will not be tolerated and **will be reprimanded with an OSS (days vary based on severity)**. This includes speaking about any teacher, staff member, or administrator openly or privately to other staff members. Repeated offenders will expelled or asked to withdraw. Please note, this policy does not apply to students *appropriately* questioning an assignment or a process (such as having a mature conversation, pulling a staff member aside to talk, or requesting a parent to call); rather, it applies to students who specifically and in a negative manner/tone argue, shout at, disrespect, talk down to, or in any way knowingly and intentionally smear the name and qualities of any staff member, teacher, or administrators. This includes in the classroom, small group, privately, or whole group setting.

### **POLICY REGARDING VIOLENT THREATS AGAINST STUDENTS, STAFF**

Any and all student threats to inflict any harm to themselves or others will be taken seriously. Staff or Students who hear the violent threat are to report it immediately to the Principal or Assistant Principals. The Principal or Assistant Principals will notify their parents along with the police/Area Field Director if deemed necessary.

The student who made the threat will be kept in the Principal or Assistant Principals office under supervision until their parent arrives (or the police if required). The parent/guardian of the student who has made the threat will be notified.

In the event of contacting the police, the student will be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the school Principal of a written statement from the psychiatrist that the student does not pose a danger to themselves or others. Any adult or the parent/guardian of any students who



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have been verbally mentioned as potential victims or listed in writing as potential victims will be notified promptly.

In the event that a violent threat indicates direct physical harm to a student, staff member, or group of students by using a weapon, bomb, or any such item, the student may be immediately expelled to protect the safety of the school.

**PREGNANCY POLICY**

(The entire policy is available in the school office. The following is a brief summary).

Two sets of principles are applied in the situation of adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management. These principles are to be applied for both the male and female individuals involved, though admittedly, these situations will not be exactly the same.

All possible means will be employed to assist a student to complete the course of studies to graduate with her class and to continue within the school setting in as normal a manner as possible.

Everyone involved, including the student(s) should understand that pregnancy is not a usual event in the school setting and that adjustments will have to be made. Cooperation is required by all, administrators, faculty, families and students.

The school assists the student in obtaining counseling, receives notes from the doctor to assist in determining involvement in school activities, respects the confidentiality of all who are involved and places no moral judgment on those involved.

There should be no activities on the school grounds relating to the pregnancy (such as a baby shower) nor will the student be permitted to bring the child to school during school hours.

Abortion is rejected as a moral option in Catholic Church teaching and nothing in this policy is to be understood except in the light of this teaching. Schools are not endowed with the authority to pass moral judgment on individuals. The school is to make every effort to promote healing and reconciliation for the student(s), families and other members of the school community.

Nothing in this policy excludes the possibility that for other reasons a decision will be made to dismiss a student from school, or require that the student finish the education program in a part-time or adjusted-time manner. Nor does this policy exclude a decision for other reasons to remove a student from a school activity or program based on the criteria of school administration or school discipline.

**GANG ACTIVITY**

Youth gangs and gang-related activity are strongly prohibited and membership/affiliation is grounds for expulsion. A gang is defined as any non-school sponsored group, usually a secret and/or exclusive in membership, whose purpose or practices include unlawful or

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anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion and establishing turf, use of hand signals, gang vocabulary and nicknames, attendance at functions sponsored by gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### **WEAPONS**

The Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also included any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If it is determined that this policy has been violated, the parents of the offender(s) shall be immediately contacted and must cooperate with the disciplinary process.

### **DRUGS AND ALCOHOL USE**

It is our job as a school community to provide a drug free environment. As educators we strive to educate parents, teachers, and students to convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or state concerning illegal substances. Students who knowingly participate, promote, or provide drug or alcohol use are not welcomed at our school. Students who do so may face immediate expulsion. Visitors who come to the school, such as to participate in a school function or pick up a child, who indicate signs of intoxication or are high will be immediately asked to leave and reported to the police.

## **CHILD PROTECTIVE SERVICES**

As a school, we are required by law to notify Child Protective Services if we witness anything that resembles or could be neglect, abuse, or hazardous to a child’s well-being. This is a requirement that is necessary to protect the safety of the child and ensure their mental, social, physical, and emotional stability. Also please be advised that Child Protective Services may be required to work with us to ensure the safety of our students should a report be filed. No teacher, staff member, or administrator will ever make this contact unless the safety and well-being of the child is considered in danger, neglected, or directly and intentionally harmed.

## **SUSPENSION PROCESS**

At times, a student’s behavior requires them to be removed from the school for a period of time. **This may range from one-day removed until ten-days removed generally.** In the event that this occurs, parents will be notified by phone so that a conference can either be scheduled or had on the phone with the Assistant Principal. If a parent is unable to be reached due to a phone number disconnect or non-current records, an attempt to contact another member of the “Emergency Contact List” will be made. A letter will be sent home with the child describing the situation and requesting a call or visit the next time that the child is to return to the building. **A “Return with Parent” may be required in extreme, repeated, or flagrant cases.**

## **EXPULSION PROCESS**

There may be a time in which a student is required to withdraw or no longer permitted to attend our school due to their behavior. Certain behaviors are grounds for immediate expulsion including bringing weapons to school, possession of drugs, threatening an administrator, getting pregnant or creating a pregnancy, instigating/provoking a riot, or bomb threats. Other repeated behaviors may lead to expulsion, which include multiple out of school suspension, multiple in-school suspension, and repeated disrespect for adults, refusal to comply with the school handbook, repeated bullying, or failure to partake in religious ceremony/Mass as a requirement of our school. **The expulsion process will generally follow (but is not limited to) the following method:**

- Notice of “Suspended until Further Notice” to remove child from the building.
- Conference of School Administration with Pastor and/or Diocese Offices.
- Meeting or phone conference with parents to discuss intent to remove the child.
- Providing an option to withdraw (NOT required in each instance).
- A letter being providing to the parent indicating the student’s removal from school. This will most likely occur with the “Suspension until Further Notice”.
- Meeting with parents to discuss the child’s progress and the process of removing them from the school.
- Transfer of all report cards, interims, and file paperwork will be completed upon full payment of any outstanding balances of tuition, loans, fund-raisers, etc. and completion of a transfer request form at the Main Office.
- Students with IEP’s may be removed for a maximum of ten school days. After that time period, a student with an IEP who is asked to leave due to behavior concerns or safety concerns will be provided work by their teacher and required to be home-schooled.

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- A student who is found to intentionally pull a fire alarm, indicate a fire or security threat without one actually existing, or create severe panic during a drill for a security/fire/tornado drill will be reprimanded at a level that will include expulsion or requirement to withdraw from our school.

## **FIGHTING**

Fighting is not to be tolerated for any reason. It is not Christ-like, unbecoming of a Christian environment, and (in most cases) leads to future problems. Students who perceive a fight about to occur should notify our staff IMMEDIATELY. Students are instructed at all times to walk away from fights, do not engage in a physical altercation with another student, and do not instigate a situation further. Verbal confrontations are not fighting but can lead directly to them. Saint Adalbert Catholic School will not tolerate, promote, or condone fighting for any reason regardless of retaliation, threat, or social media use. **Students who engage in fighting will be punished with an OSS (out of school suspension) or expulsion depending on the severity of the situation.** An extreme situation would be described as a large fight involving several students.

### **Students who fight will be:**

- 1) Automatically placed on Behavioral Contract
- 2) Suspended for a minimum of 3 days (maximum of 10 days) depending on the severity of the fight.
- 3) If the student is engaged in another fight the student will be asked to leave our school immediately (expulsion or asked to withdraw).
- 4) **All students involved will be suspended regardless of their “part” in the fight!**

## **BITING AND OTHER SOCIAL-ADJUSTMENT-RELATED BEHAVIOR**

As may be expected with young children, there is a level of adjustment to perfecting social skills required for group settings. However, biting is not acceptable for any reason and may lead to removal from our school if should it continue. Young children, who do not listen to authority figures, repeatedly create disruptions, cannot maintain an appropriate level of behavior, or generally show signs of not being ready for school may be asked to work with Intervention Specialists, complete half-days, attend with a parent, or other circumstances. **Students who cannot correct their actions after intervention will be asked to leave our school.**

## **TYPICAL DISCIPLINARY PROCESS:**

We utilize a Tiered Behavioral Plan in which students that create a specific infraction will receive the consequence as outlined on the plan. A Level “0” infraction is the lowest level consequence, whereas Level “10” or “11” would merit a much higher consequence including expulsion or a multiple-day suspension.

Outlined below is the typical process for discipline that Saint Adalbert Catholic School will follow in the event that the need to discipline a student arises. The school has the right to operate outside of these processes in extreme or repeated cases. Our Assistant to the Principal typically addresses behavior concerns; however, the Principal will also

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address situations in repeated or extreme cases, such as those pertaining to suspensions or expulsion. **Attending a private school is a privilege and misbehavior is not tolerated.**

1. Call Home/Warning
2. After-School Detention (2:50 p.m. – 3:20 p.m.)
3. In-School Suspension (ISS) issued.
4. After five detentions, an Out of School Suspension (OSS) will be issued. These will be for one day on the first occurrence, and more days with each repeating occurrence.
5. After a one-day OSS is issued, progression will be: two days OSS, three days OSS, five days OSS, seven days OSS, and ten days OSS.
  - a. A Behavior Plan will be created in severe cases. **Failure to comply with the Behavior Plan in full may result in expulsion or request to withdraw.**
6. After a ten day OSS, a meeting will be required with the student, parent, the Assistant Principal, and teachers as a hearing for expulsion.
7. Students who engage in fighting will be asked to leave or expelled immediately due to the severity of the occurrence. **Fighting is not tolerated and grounds for permanent removal. After a fight occurs, a Behavior Plan will be initiated.**

## **UNIFORM POLICY**

Proper uniform attire presents a positive image of the individual and reinforces the educational progress at St. Adalbert Catholic School. **All students and families are expected to comply with and adhere to the St. Adalbert uniform policy. Parents please read and understand this policy.** Parents should check their student’s uniform each day prior to coming to school. Uniforms are to be worn to and from school daily except when permission is given for a different type of dress. Uniforms presented in this policy can be purchased from Schoolbelles Uniform Company, Frenchtoast.com, and Cookieskids.com. **Gym uniforms are to be purchased only through the school office.**

### **Girls Uniforms: Grades K-4:**

**Jumpers or Skirts:** (Maroon and Gray plaid only): Must be purchased from Schoolbelles Uniform Company. Skirts are to know more than 2 inches above the knee.

**Pants:** Khaki (beige or tan) colored **ONLY**; twill pants (No jeans, leggings, joggers, or stretch pants). No designer labels.

**Shorts:** Khaki (beige or tan) or Navy Blue colored **ONLY**, must be knee length (April 1<sup>st</sup> through October 31<sup>st</sup>).

**Belts:** Are *preferred* but not required to be worn.

**Shirts** must be one of the following options:

- 1) Polo Shirts: **MUST** be the official St. Adalbert Catholic School polo **ONLY**. No other polos are permitted. These polos can be purchased in the Main Office for \$15.

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- 2) Blouses: **MUST** be white or light blue in color **ONLY**. *If this option is chosen students **MUST** wear a sweater vest (navy blue, black, or gray in color)*. Ties are optional.

Shoes: Casual shoes (Dockers, Sperry’s, etc.) must be tan or black in color. Students are permitted to wear tennis shoes if they are **black, white, or gray in color ONLY** (including gym days the policy is still the same).

Socks: **MUST** be black, white, gray, or maroon in color. Socks must be visible above the shoe tops.

Sweaters: **MUST** be navy blue, black, or gray in color **ONLY (solid colors ONLY)**.  
**Sweaters with hoods are NOT PERMITTED!**

Hair: All hairstyles must in good taste. **Only naturally colored hair is permitted (brown, black, blonde, or maroon ONLY)**. There are to be no unnatural colors, lines or designs. Headbands must be solid color. Bandannas are **NOT** permitted! **Students who are not in compliance with this policy will be sent home until the hair style is rectified.**

**Girls Uniforms: Grades 5-8:**

Pants: Khaki (beige or tan) colored **ONLY**; twill pants (No jeans, leggings, joggers, or stretch pants). No designer labels.

Shorts: Khaki (beige or tan) and Navy Blue colored **ONLY**, must be knee length (April 1<sup>st</sup> through October 31<sup>st</sup>).

Belts: Are *preferred* but not required to be worn.

**Shirts must be one of the following options:**

- 1) Polo Shirts: **MUST** be the official St. Adalbert Catholic School polo **ONLY**. No other polos are permitted. These polos can be purchased in the Main Office for \$15.
- 2) Blouses: **MUST** be white or light blue in color **ONLY**. *If this option is chosen students **MUST** wear a sweater vest (navy blue, black, or gray in color)*. Ties are optional.

Shoes: Casual shoes (Dockers, Sperry’s, etc.) must be tan or black in color. Students are permitted to wear tennis shoes if they are **black, white, or gray in color ONLY** (including gym days this policy is still the same). Students who are not in compliance will be held out of class until a change of shoes is brought in to correct the violation.

Socks: **MUST** be black, white, gray, or maroon in color. Socks must be visible above the shoe tops.

Sweaters: **MUST** be navy blue, black, or gray in color **ONLY (solid colors only)**.  
**Sweaters with hoods are NOT PERMITTED!**

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Hair: All hairstyles must in good taste. **Only naturally colored hair is permitted (brown, black, blonde, or maroon ONLY)**. There are to be no unnatural colors, lines or designs. Headbands must be solid color. Bandannas are **NOT** permitted! **Students not in compliance with this policy will be sent home until the hair style is rectified.**

**Boys Uniforms: Grades K-8:**

Pants: Khaki (beige or tan) colored **ONLY**; Docker style pants (No jeans, **joggers**, or cargo pants). No designer labels. Pants must be worn on the waist (Sagging is **NOT PERMITTED**).

Shorts: Khaki (beige or tan) or Navy Blue colored **ONLY**, must be knee length (April 1<sup>st</sup> through October 31<sup>st</sup>). **Cargo shorts are NOT permitted (these are shorts with side pockets).**

Belts: Are *preferred* but not required to be worn.

**Shirts must be one of the following options:**

- 1) Polo Shirts: **MUST** be the official St. Adalbert Catholic School polo **ONLY**. No other polos are permitted. These polos can be purchased in the Main Office for \$15.
- 2) Button Down, Collared Shirts: **MUST** be white or light blue in color **ONLY**. *If this option is chosen students MUST wear a sweater vest (navy blue, black, or gray in color)*. Ties are optional. *Students may opt to wear a tie in place of the sweater vest during the summer months (August, September, April, and May).*

Shoes: Casual shoes (Dockers, Sperry’s, etc.) must be tan or black in color. Students are permitted to wear tennis shoes if they are **black, white, or gray in color ONLY** (including gym days). Students not in compliance will be held out of class until a correct pair of shoes is brought in to correct the violation.

Socks: **MUST** be black, white, gray, or maroon in color. Socks must be visible above the shoe tops.

Sweaters: **MUST** be navy blue, black, or gray in color **ONLY**. Sweaters with hoods are **NOT PERMITTED!**

Hair: All hairstyles must in good taste. **Hair must be no longer than color length and well-groomed. Hair must be a natural color (Black, brown, blonde, or maroon ONLY)**. There are to be no unnatural colors, lines or designs.

**ALL STUDENTS Pre-K to 8<sup>th</sup> Grade (Boys and Girls) Gym Uniforms:** These *must* be ordered from the Main Office. These are permitted to worn to school on gym days **ONLY** in place of the school uniform. Students who are not in gym uniform will **NOT** be permitted to attend gym class.

- 1) Gym t-shirt (Black with Black Jack logo) **ONLY**.
- 2) Maroons short or pants **ONLY**. Solid **BLACK** is permitted. No labels or designs are permitted!

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Students who fail to comply with the gym uniform will not be permitted to attend class or receive a 0 for that class period.

**Violations of the Dress Code & NOT PERMITTED to be worn for ANY reason:**

- 1) Hoodies are **NOT PERMITTED** for any reason (including dress down days)
- 2) Sweaters with hoods are **NOT PERMITTED**
- 3) Clothing related to gangs or drug related
- 4) Mini-skirts
- 5) Bandannas or brightly colored headbands
- 6) Girls may wear small, stud-like earrings. Boys are **NOT PERMITTED** to wear earrings for ANY reason!
- 7) False nails
- 8) **Unnaturally colored hair is NOT PERMITTED.**
- 9) Scarves and skull caps
- 10) Boots and Sandals/Slides are **NOT PERMITTED** in any capacity (including dress down days)
- 11) Coats and windbreakers (i.e. North Face, Columbia, Nike, etc.) are **NOT PERMITTED** to be worn as part of the student’s uniform! These items must be hung in the classroom.

**\*If a child is not dressed according to the dress code in K-4, the student will receive a uniform violation. After three uniform violations the student will receive a detention. Students who are grossly out of dress code (major violation) will be held out of class until the uniform violations are corrected.**

**\*\* If the student is in 5-8, he/she will be given a 30-minute detention. Students who are grossly out of dress code (major violation) will be held out of class until the uniform violations are corrected.**

**\*\*\*The final decision as to whether or not a child is in violation of the dress code lies with St. Adalbert Catholic School. Parents are asked to be responsible to see that students come to school in the complete, correct uniform.**

*Since trends and fads are difficult to predict the administration reserves the right to make the final call on all dress code decisions. Families are expected to comply with the dress code!*

**DRESS DOWN DAY POLICY**

In the event of a dress down day students may wear the following:

- Jeans that fit appropriately (with no holes, rips, or markings on them). Skinny jeans or “painted on” pants are **NOT PERMITTED**.
- Either plain sweatpants or those with writing permitted along the front of the legs only (as opposed to pants with writing on the “seat” of the pants).
- T-shirts, sweatshirts, or button-down shirts that have sporting team logos. **No hooded sweatshirts or sweaters are to be worn!**



### “Hand in Hand We Serve the Lord”

- Accessories must be appropriate, and not be a distraction throughout the school day. No dangling jewelry. **Boys are not to wear earrings!**
- Hats may be worn **ONLY IF** there is a theme to that day. **Hats are not a regular dress down day option!** “Silly Hat Day”, “Ball Cap Day”, or “Twins Day” is examples of days in which hats may be permitted. If it is a regular dress down day, hats are not to be worn or added to apparel on belts, wrists, jeans, etc.
- If there is a theme to the Dress Down Day, students must dress according to the theme. Dress should be clear and consistent to matching the theme.

Clothing must be appropriate for school; no inappropriate words, graphics, or pictures are permitted. **Tank tops, form-fitting shirts, and low cut shirts are not allowed.** Students should not dye their hair, even if it matches a theme. No pajamas, sandals, slippers, or flip-flops are permitted. Students who are not dressed appropriately for the Dress Down Day privilege will be asked to call home for replacement clothes or be sent home for the day, especially if they are repeat offenders.

### **GYM UNIFORMS**

All students are to wear the “Saint Adalbert School” gym uniform only unless given permission by the Principal or Assistant Principals for “Financial Hardship” reasons. **Students may wear their gym uniforms and tennis shoes on the day that they have gym ONLY.** Students who wear their gym uniforms on the incorrect days will be sent home. **Wearing your gym clothes to school is a privilege and should be treated as such.**

In the winter and cold months, students should wear their “Saint Adalbert School” sweatpants and sweatshirts.

## **OTHER IMPORTANT FEATURES**

### **SCHOOL DANCES AND OTHER FUNCTIONS**

Students are expected to wear acceptable clothing as outlined in the “Dress Down Day” section of our school handbook to all after-school activities. If you have questions about what is acceptable, please refer directly to this area of the handbook. As a rule of thumb, if you have to second-guess whether to wear something, it is best not to wear it. Having after-school activities is a privilege and we are striving to ensure that all students dress according to proper standards in having these activities. Students who abuse these standards will not be permitted to attend after-school functions.

If there is a theme to the function of a dance, such as a “Halloween Dance” or “Winter Formal” dance, students should either dress to the theme or follow the “Dress Down Day” procedures as outlined in the school handbook. Dances or certain functions may be themed to a certain age range and the school has the right to outline them accordingly. Although dances may be fun for students of many ages, pre-school and primary grade students are not always intended for these functions.

## “Hand in Hand We Serve the Lord”

Students should represent our school with pride and respect during our after-school activities. This includes functions that are both on campus and off campus. Students who do not comply with reasonable directives as given by function coordinators (such as at CYO meets, field trips, partnerships with other schools, etc.) will be immediately removed and not permitted to participate.

### **PICTURE DAY**

Students are to be well-dressed and looking their best for “Picture Day”. **Students are not to wear jeans or treat this time as a dress down day.** Students should dress to impress and be well-groomed. **“Picture Day” is not a time to be blatantly out of dress code or a free day to wear hats, jeans, sunglasses, braids, or cornrows. If students do not want to dress up for “Picture Day”, they are to wear their regular school uniform in full compliance.** Students who are out of dress code or dressed inappropriately will be told to call home for the appropriate materials/apparel and held out of class until they arrive.

### **FIELD TRIPS**

On all field trips, unless otherwise specified by the teacher coordinating the trip, students are to dress according to the uniform policy outlined in this student handbook. Students should also pack their lunch for the trip in a disposable bag unless instructed otherwise by the teacher conducting the trip.

All money and permission slips for field trips are to be turned in by the specified date from the teacher conducting the trip. Failure to do so may result in not being able to attend the trip. Field trips are a special experience for students, are not obligated or mandatory, and should be complied with “to the letter!” Students who misbehave or do not act accordingly for field trips will be excused from the trip and/or future field trips.

Saint Adalbert Catholic School has the right to deny any student permission to go on field trips due to non-passing grades, behavior, failure to meet deadlines for payment or permission slips, or capacity of transportation. Saint Adalbert Catholic School also has the right to specify a certain number of students who may attend on trips or which grades may attend certain field trips.

### **SCHOOL MASS AND PRAYER SERVICES**

All students in grades K-8 will participate in our all-school Masses. Students are expected to be dressed in their full dress code uniforms and show the utmost respect while in Mass. As a school, we will do our best to ensure that there are no “Dress Down Days” during Mass days/times although there may be a few exceptions. Although we are a Catholic School and provide a Catholic Mass, students of all faiths are expected to respond, sing, and act accordingly. Students who are disrespectful of the faith will be disciplined accordingly.

### **BLIZZARD BAGS**

In the event of known extended school closures (such as due to weather), we will provide students with “Blizzard Bags” so that they may continue their students. These bags are assignments for each class that are to be completed at *the reopening of the school*. This work is required to be completed and is not optional.

### **CAFETERIA RULES**

Students are expected to comply with the requests of those teachers, staff, and administrators attending to cafeteria duty. Students are expected to stay in their seat and raise their hand if they require something, including requesting to use the restroom, needing condiments, or throw materials away. Students will talk in an appropriate tone and seat in assigned seats if required. Students will walk at all times and not throw any materials (including food, silverware, trays, etc.) at any time. Students will not put their feet on the chairs or tables, or intentionally damage or ruin the cafeteria materials.

**Students must clean up their area after they are finished eating. FAILURE to do so will result in an automatic detention.**

### **HALLWAY / STAIRWELL BEHAVIOR**

Students are expected to be quiet in the hallways and stairwells at all times. Students should not run in the hallways, stairs, or ramps throughout the school for any reason other than in the event of an emergency. Talking is not permitted in the hallway as it disrupts the other classes taking place. While students are at their lockers, they are to be quiet and prompt in gathering their materials. At no time should food or drinks be consumed in the hallways or stairwells or openly stored in their lockers. Students in line for the restrooms are to wait until they are permitted to enter by their teacher quietly. **Hallways are to be a LEVEL 0 ONLY!**

### **ONLINE REFLECTION OF OUR SCHOOL**

We understand in our modern age that websites, blogs, and twitter accounts may be created that discuss our school or post images. However, students and parents should remember that in doing so they may reflect our school in a negative image. We will require any posting, blog, tweet, Instant Message, or similar message on any typical medium such as “Twitter”, “Facebook”, “Instagram”, any “Google”-related application, or any other similar media posting device that portrays our school negatively to be removed. This includes negative photos of our school, families, staff, students, or images within the school including photo-shopped images and digitally enhanced versions. Failure to do so in a timely manner will require appropriate disciplinary measures (OSS or expulsion).

### **FUND RAISERS**

Our school frequently participates in fund-raisers that provide funding to the school for a variety of different purposes which MAY include paying for field trips, new technology, school building goals (i.e. playground, prayer garden), or dedicated to a donation source. Although fund-raising is optional, we value the participation of all parents and students for the betterment of the school. Any awards provided are done so at the discretion of the

### “Hand in Hand We Serve the Lord”

school and in implements determined by the school. “Door-to-door” selling is not permitted and any selling of merchandise at private institutions should seek permission prior to beginning of sales. Fund-raising opportunities from outside the Cleveland Catholic Diocese that are requesting to be done at the school or on school grounds must seek written permission from the school Principal or church Pastor prior to beginning.

### **TOYS**

Toys should not be brought to school for any reason. They take away from the learning experience, disrupt the classrooms, and could potentially lead to arguments over ownership. This includes video games, hand-held game consoles, action figures, dolls, playing cards, cars, etc. Toy guns are especially not permitted regardless of their use – this includes props in demonstrations, costumes at Halloween, school dances, or for after-school purposes.

Due to the severity of guns and their nature, having toy guns in school (especially real-looking ones) could warrant an out-of-school suspension or expulsion if panic ensues due to them being brought out, pointed at others, making shooting noises while using them, or similar situations. We are understanding of younger children and the mistakes that they make at times; however, as children mature they are capable of rational thought and understand the consequences of their actions better. Although only an out-of-school suspension may be warranted for a younger child, an older child capable of understanding the ramifications of their actions may face expulsion for bringing a toy gun to school.

### **SUMMER ENRICHMENT PROGRAM**

We provide a “Summer School” program that is designed for enrichment purposes for additional tutoring, preparation for the following school year, and honing of skills gained from the previous school year. Our program is NOT intended for those students attempting to gain advancement to the following grade over the summer or take additional classes to couple with prior academic status to earn promotion to the next grade over the summer. We provide academic testing at the beginning and end of the program to display progress through the program only, not to substantiate proof of academic progress to initiate promotion to a further academic grade. Students from other schools may attend our program but may not use our program to advance academically in their school or in gaining entrance to our school. We will provide any testing results to their home-school but only for the proof of academic progress and not for any advancement purposes. If advancement is gained in their home-school, it is at the discretion of that school’s administration and not coupled with our administration or Summer School Program in any way.

### **SAVING POLICY**

Should any article, section, or part of the personnel policies be held unlawful and unenforceable by any court, legislative body or administrative tribunal or competent jurisdiction, then such decision or legislation shall refer to the specific article, section, or portion directly specified. The remainder of the personnel policies shall remain in effect.

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This material may change at any time and additions/subtractions will be noted as soon as possible by the administration.

**FINANCIAL HARDSHIP CLAUSE**

Any parents experiencing financial hardship will be given an extension on payments if necessary ONLY AFTER speaking with and arranging a payment schedule with the Principal and/or Financial Director. This payment schedule is expected to be met and complied with at the regularly scheduled payment times. In the event of financial hardship, students *may still* be required to be held out of class or their parents to make smaller payments but payments MUST BE MADE to continue enrollment. If financial hardships arise, contact the Principal or Financial Director immediately. As part of being Christians, we are striving to help but need compliance in doing so.

**ILLNESS IN THE CAFETERIA**

In the event that a student is ill and vomits while eating in the cafeteria, all lunches at that student’s table will be discarded promptly to avoid cross-contamination. The school will provide each of the students at that table with a new lunch as cooked and arrangement by the Nutrition Services staff.

**CALAMITY / CRISES PLAN**

Our school has a Calamity Plan in place for all staff and students to follow in the event of an emergency. This plan is organized for the safety of our students and staff and encompasses many incidents such as fire, tornado, intruder, earthquake, plain crash, pandemic or negative neighborhood situation. This plan is available upon request and is kept in our school Main Office as well as in all teachers’ classrooms.

It is important to note that in the event of an evacuation, all students will be taken to one of three locations: Saint Adalbert Catholic Church, the Fairfax Recreation Center, or the Fairfax Renaissance Development Center. In the event of an extreme emergency and our telephones being disabled, please contact Brother Tom Bohman at Saint James the Less Parish at (614) 262-1179.

**ACCREDITATION**

Saint Adalbert Catholic School is accredited by OCSAA and is a member of the Diocese of Cleveland. We are responsible followers of the Bishop of Cleveland and the teachings of the Catholic Church. The Office of Catechetical Formation and Education (OCFE) provides assistance to our school and assists in the approval of our accreditation. Parents will be requested to assist in the accreditation process by completing surveys, working on committees, assisting in the PTU with projects, and providing insight. The accreditation process is a five-year process and different events in the process occur at staged intervals.

**MIDYEAR PROMOTION**

Saint Adalbert Catholic School offers a mid-year promotion for students ONLY in third grade eligible to move up to fourth grade. Those students must have previously failed the Ohio Third Grade Reading Guarantee Test and any previously taken alternate tests and

“Hand in Hand We Serve the Lord”

been held back to the 3<sup>rd</sup> Grade. Those students may be promoted to 4<sup>th</sup> Grade due to one the following reasons:

1. Completion and passing of the alternate assessment standardized test over the summer with placement into 3<sup>rd</sup> grade until test results arrive.
2. Completion and passing of the alternate assessment standardized test in the first semester.
3. Completion and passing of the Ohio Third Grade Reading Guarantee test in October/November of the current school year.

Should the student fail all three of those prior conditions, they will remain in the 3<sup>rd</sup> Grade and repeat the academic year as required by the State of Ohio.

***This “Parent/Student Handbook” last updated: April 13, 2018  
By: Mr. Smith (Principal) & Mr. Jones (Assistant to the Principal)***

“Hand in Hand We Serve the Lord”  
**Student Acceptable Use Policy Form**  
**St. Adalbert Catholic School ~ 2017-2018**  
“Hand in Hand We Serve the Lord”

In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Adalbert Catholic School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

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

The school reserves the right to seek financial restitution for any damage caused by a student.

**USER AGREEMENT / PARENT PERMISSION FORM**  
**Both Signatures Required**

**Student Signature Section:**

- I have read the terms and conditions of the “Student Acceptable Use Policy”.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the “Student Acceptable Use Policy” in the St. Adalbert School handbook. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this Student Acceptable Use Policy and grant permission for my child to access the St. Adalbert School's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that St. Adalbert School's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Adalbert School responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

“Hand in Hand We Serve the Lord”  
**St. Adalbert Catholic School**  
**2345 East 83<sup>rd</sup> Street**  
**Cleveland, OH 44104**  
**216-881-6250 Office      216-881-9030 Fax**

**ENROLLMENT AGREEMENT**  
**“Hand in Hand We Serve the Lord”**  
Academic Year 2017-2018

THIS AGREEMENT is entered into by and between St. Adalbert Catholic School and the parent or guardian whose signature appears below. The parties hereto accept the following terms and conditions governing the student’s enrollment at the school.

1. The parent agrees to enroll his/her son or daughter,

\_\_\_\_\_, \_\_\_\_\_  
(last name) (first name)

in grade \_\_\_\_\_ for the 2017-2018 school year.

Parent and student agree to follow and adhere to the policies, rules, and regulations of the School as set forth in the Handbook, and such other rules and regulations as may be promulgated hereafter by the School.

2. The parent understands that failure to comply with such policies as established and set forth places in jeopardy the student’s privilege of attending the School. In the event of non-compliance and the School’s inability to work towards a satisfactory resolution with the student and/or parent, the School reserves the right to refuse admittance, suspend, or expel the student.
3. The parent agrees to pay the tuition and all fees for the grade level in which his/her child is to be enrolled in accordance with the published schedule of tuition and fees.
4. The parent agrees that if tuition payment is not made in accordance with this Agreement, the School shall have the right to refuse to admit the student to class. The parent agrees that the School shall have the right to withhold the student from taking exams and with hold the student’s records until all tuition and fees have been paid.
5. This Agreement is for one year only and is not binding until signed and returned by the contracting parent.

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_



“Hand in Hand We Serve the Lord”  
**SCHOOL HEALTH SERVICES**

**SAINT ADALBERT CATHOLIC SCHOOL**

“Hand in Hand We Serve the Lord”  
2017-2018 SCHOOL YEAR

**PHYSICIAN’S REQUEST FOR STUDENT  
ASTHMA INHALER USAGE AT SCHOOL**

\_\_\_\_\_, \_\_\_\_\_, who resides at \_\_\_\_\_  
Name of Student    Grade    (DOB)    Street

\_\_\_\_\_, is under my care and should receive the following  
City, State, Zip Code

medication indicated below:

\_\_\_\_\_, \_\_\_\_\_  
Name of prescribed Drug    Dosage

\_\_\_\_\_  
Specific instructions for administration

\_\_\_\_\_  
Reaction(s) and/or possible side effects to student user

\_\_\_\_\_  
Reaction(s) and/or possible side effects from overspray

\_\_\_\_\_  
Beginning and expiration date of this request

It is not possible for the above specified medication to be taken at home under the supervision of a parent and it is, therefore, necessary that the specified medication be administered during school hours. The medication provided shall be in the original container obtained by the parent/guardian from the pharmacist. This medication can be safely administered by non-medical personnel.

\_\_\_\_\_  
Physician’s Name    Physician’s Signature    Date    Phone Number

“Hand in Hand We Serve the Lord”  
**Saint Adalbert Catholic School**  
“Hand in Hand We Serve the Lord”  
2017-2018 SCHOOL YEAR

**PARENT’S REQUEST FOR  
THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

I hereby request, authorize and give my permission to the principal or his/her Designee (e.g., school nurse or responsible person) to carry/use the following medication to my child.

Prescribed medication \_\_\_\_\_  
(See Physician’s completed request form attached)  
Dosage of medication \_\_\_\_\_  
(Over the counter)

Name of Student	Grade	Date of Birth
Street Address	City, State, Zip Code	

\_\_\_\_\_  
Name of prescribed drug, dosage and route of administration

\_\_\_\_\_  
Times of day to be administered

\_\_\_\_\_  
Beginning and expiration dates of this request

It is not possible for this medication to be taken at home by my son/daughter and it must be administered during the school day.

In consideration of my child being administered the above specified medication at my request, on behalf of my child, my spouse and myself, I hereby assume all risks in connection therewith and I further release the Diocese of Cleveland, the Bishop of the Roman Catholic Diocese of Cleveland, Saint Adalbert Catholic School, Saint Adalbert Catholic Church, employees and volunteers from all claims, judgments, Liability for any injury or damage due to the designated administration of said medication to my son/daughter.

\_\_\_\_\_  
Date (Parent/Guardian Signature) (Phone Number)

**NOTE:** This form is valid for school year 2017 – 2018 only.