



## PARENT HANDBOOK

“  
**Stewards,  
Scholars,  
& Leaders**  
”



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# **Welcome to the 2026-2027 School Year**

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

Welcome St. Adelaide Families to the New School Year!!

On behalf of the faculty/staff we thank you for choosing St. Adelaide Academy. We begin this school year with a strong sense of gratitude for having the support and commitment of our returning families, as well as our new families and faculty whom we welcome into our community. We are honored to be walking alongside you in the faith and educational journey of your children. We will work together in partnership to ensure the academic success of your children as well as bringing them closer in their relationship with Jesus.

It is our hope that this Parent/Student Handbook will help you understand the mission, philosophy, schoolwide learning expectations, policies, and procedures of our school. Please read the pages carefully and discuss it with your child(ren). These are the policies and procedures that will be followed at St. Adelaide Academy/Preschool. Please note that at any time these policies may be amended at the discretion of the Pastor and/or Principal.

May each of you be blessed with the peace and love of Jesus Christ.

Mrs. Adela Solis

Fr. Anthony Bui

Principal

Pastor

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

**St. Adelaide is an accredited institution under the Western Catholic**

**Educational Association (WCEA) and the**

**Western Association of Schools and Colleges (WASC)**

# **History of Saint Adelaide Academy**

St. Adelaide Academy is celebrating 64 years of providing a quality Catholic education for our future stewards, scholars, and leaders. We are on the threshold of new opportunities of service to its students, families, and community. We look forward to the future, while gratefully remembering what we have been allowed to accomplish throughout the past years.

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

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

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

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

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

In 2008 a preschool program, licensed by the State of California, was implemented and this program continues to grow due to the needs of the school and parish families. The St. Adelaide community was looking for a Preschool program that provided a nurturing and faith filled environment while providing a well-rounded education. In 2010, a Transitional Kindergarten program was added to help facilitate the transition of our preschools into Kindergarten. In 2017, the school hall was divided into two classrooms in order to create a TK classroom. We continued to enhance our programs by adding a STEM Lab and Fine Arts Room. This enhance was due to the award of the San Manuel Grant.

St. Adelaide Academy/Preschool is committed to providing our students with a dedicated Faculty/Staff and education that will prepare them for the future.

## **2026-2027 Faculty and Staff**

| <b>Title</b>                  | <b>Teacher</b>         | <b>Ext</b> |
|-------------------------------|------------------------|------------|
| Pastor                        | Father Anthony Bui     |            |
| Parochial Vicar               | Father Jude Duraji     |            |
| Principal                     | Mrs. Adela Solis       | 301        |
| Vice Principal                | Mrs. Teashia Lopez     | 321        |
| Director of Preschool         | Mrs. Josefina Gallegos | 308        |
| Pre-Kindergarten Teacher      | Ms. Gloria Barrera     | 308        |
| Pre-Kindergarten Aide         | Mrs. Denise Dominguez  | 308        |
| Kindergarten Teacher          | Mrs. Josefina Gallegos | 322        |
| 1st Grade Teacher             | Mrs. Teashia Lopez     | 321        |
| 2nd Grade Teacher             | Mrs. Gabriela Navarro  | 322        |
| Floater Aide                  | Mrs. Brisa Clesceri    | 322        |
| 3rd Grade Teacher             | Mrs. Isabel Hernandez  | 304        |
| 4th Grade Teacher             | Mrs. Kim Bui           | 316        |
| 5th Grade Teacher             | Mr. Kevin Silberman    | 317        |
| 6 <sup>th</sup> Grade Teacher | Mr. Adolfo Dela Rosa   | 397        |
| 7th Grade Teacher             | Mr. David Aguilar      | 319        |
| 8th Grade Teacher             | Mr. Frank Beltran      | 305        |
| Floater Aide                  | Mrs. Rosemary Torres   | 324        |
| Office Manager                | Ms. Courtney Hernandez | 300        |
| Bookkeeper                    | Mrs. Ana Moreno        | 302        |

# **Mission and Philosophy Statements**

## **Mission Statement**

**Saint Adelaide Catholic Academy**

**fosters personal academic success and spiritual self-awareness in each student.**

**We are dedicated to building a Christ-centered community**

**that promotes respect, diversity, and dignity.**

**Our mission is to provide students with the specific skills they need**

**to be successful Catholic stewards, scholars, and leaders.**

## **Philosophy Statement**

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

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

**We provide students with the specific skills they need to be**

**successful Catholic stewards, scholars, and leaders.**

***“Train up a child in the way he should go,***

***and when he is old, he will not depart from it.” Proverbs 22:6***

# **Schoolwide Learning Expectations**

## **Saint Adelaide Academy students are:**

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

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

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

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

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

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

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

### **School Pledge**

I am a St. Adelaide Mustang.

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

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

I am a responsible citizen of God's world.

I will take care of everything God created.

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

# **Roles & Responsibilities**

## **Responsibilities of the Principal**

- Responsibility of the Principal The role of the Principal is three-fold
- The Principal is an educational leader working to ensure that the curriculum is challenging, relevant, and meets the standards of the diocese.
- The Principal is a spiritual leader working to foster a closer relationship with God for the students and the staff.
- The Principal is a managerial leader and shall exercise leadership in administration, organization, educational programming and curriculum development, faculty and staff selection and development, religious development of students and faculty, budgeting and finance, student services, evaluation and management of student achievement and behavior, and public relations.
- The Principal shall provide guidance to the parent associations and shall be the chief executive officer of the school board.
- The Principal shall work in unity with the school community to implement the Schoolwide Learning Expectations and provide instruction in the principles of good behavior and citizenship.
- The Principal will lead in developing and establishing school rules within the limits of policy and will support Faculty/Staff/Volunteers in establishing and maintaining control.
- The Principal will work to communicate effectively with parents about school events, student progress, and disciplinary actions when appropriate.
- The Principal will work to create a quality educational program for all students whereby children can be kept safe, be nourished, and grow closer to God.

## **Responsibility of the Assistant Principal:**

- To assume all the responsibilities of the Principal in his/her absence
- To schedule substitutes and record all faculty and staff absences
- To take notes at all faculty meetings and to inform missing members about what they missed at the meeting
- To lead weekly staff meetings and inform missing members about what they missed at the meeting

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

- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To enforce policies of the school in maintaining control
- To practice preventive discipline through well-prepared classes
- To set standards for classroom routine and behavior
- To provide and maintain the best possible classroom environment for learning
- To maintain classroom control sufficient for the pursuit of learning by each student
- To work closely with parents on individual student growth
- To instruct students concerning responsibilities and privileges to correct students whose actions/behaviors are unacceptable

## **Responsibilities of Parents/Students**

- To nourish the student in their faith journey by attending Sunday Mass regularly
- To complete the Background Check, Safe Environment, and Mandated Reporter training and other requirements as prescribed by the Diocese before fulfilling the required service hours
- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To comply with the policies and procedures of the school and the classrooms

- To respect and respond to the authority of all school personnel and parent volunteers
- To pay for repair/replacement of any damage caused by the student
- To fulfill required school service hours, fundraising, and other requirements as prescribed by the School/Diocese
- To abide by the financial contract requirements as signed upon acceptance to the school
- To support all the St. Adelaide events and programs
- Support the Pastor, Administration and Teachers/staff in their roles

#### **Parents and Volunteers -**

Diocesan Policy dictates that a background clearance is required for all volunteers. The Circle of Grace, Protecting God's Children, is the Safe Environment and Mandated Reporter classes required by the Diocese of San Bernardino. LiveScan/Fingerprinting clearance and Certificate of Completion for Circle of Grace must be turned in to the office before any parent may volunteer while students are on campus. Certificates must be on file in the office.

**NO ADULT MAY INTERACT WITH OUR SCHOOL CHILDREN IN ANY CAPACITY WITHOUT THE ABOVE MANDATORY REQUIREMENTS.**

**\*ALL PARENTS/VOLUNTEERS MUST SIGN IN AT THE OFFICE WHEN ARRIVING AT SCHOOL AND WEAR A VOLUNTEER/VISITOR BADGE**

# **Admission Policies**

## **Non-Discrimination Policy**

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

## **Admission Priority**

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

## **Admission Process**

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

## **New Families/Returning Families**

You are required to create a FACTS account and enter your banking account and personal information. You can access the FACTS website using this link; <https://online.factsmgmt.com/signin/48MYV> . This needs to be completed by end of June in order to enroll in the upcoming school year and be eligible for a 12- or 11-month payment plan.

## **Transfer Due to Parental Behavior**

The education of a student is a partnership between parents and the school. Just as parents have the right to withdraw a child, the administration reserves the right to require the withdrawal/dismissal of a student, if it is determined that the partnership is broken. Parent behavior is just as important as student behavior. This may occur when parents have been persistently and overtly uncooperative with the school personnel, policies, regulations, programs, or have interfered in matters of school administration or discipline.

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

### **Preschool (3 years old)**

- Applicants must be 2.9 years old
- Copies of birth and baptismal (if applicable) certificates must be provided
- Up-to-date immunization records must be provided
- Written verification of a physical exam by a doctor must be provided
- Applicants must be successfully toilet trained

### **Pre-Kindergarten (4 years old)**

- Applicants must be 4 years old by September 1<sup>st</sup>
- Copies of birth and baptismal (if applicable) certificates must be provided
- Up-to-date immunization records must be provided
- Written verification of a physical exam must be provided
- Applicants must be successfully toilet trained

### **Kindergarten**

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

### **First Grade**

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

### **Second to Eighth Grade**

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

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

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

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

## **Re-Registration Procedures**

Re-enrollment is held in the Spring of each year to determine your intent to return. This process includes the filing of the necessary re-enrollment forms and the payment of registration fees. Compliance with this process by the prescribed date will ensure your child's re-enrollment for the next school year.

**March: Letters of Intent and forms are sent out**  
**April: Letters of Intent and forms due**  
**July: Full Registration fee due (non-refundable)**

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

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

## **Transfers**

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

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

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

# **Tuition and Fees**

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

The registration fee is for all new and returning students to St. Adelaide Academy. Annual registration fees are due by July 1, 2025. This is a non-refundable fee.

| <b>Grade</b>              | <b>Fee</b>      |
|---------------------------|-----------------|
| Preschool/Pre-K           | \$350 Per Child |
| K – 8 <sup>th</sup> grade | \$350 Per Child |

## **Tuition Rates 2026-2027**

Tuition payments are due on the first of the month. All tuition **MUST** be paid through FACTS. Any payments made in the office will result in a \$25 fee per transaction.

| <b># of Students</b>  | <b>Grade</b>            | <b>Yearly Tuition Fee</b> | <b>Monthly Fee (10 payments)</b> |
|-----------------------|-------------------------|---------------------------|----------------------------------|
| 1                     | K-8 <sup>th</sup> Grade | \$ 5,725.00               | \$575.00                         |
| 2                     | K-8 <sup>th</sup> Grade | \$ 8,750.00               | \$875.00                         |
| 3                     | K-8 <sup>th</sup> Grade | \$ 11,675.00              | \$1,167.50                       |
| Each additional Child | K-8 <sup>th</sup> Grade | \$ 2000.00 (additional)   | \$200.00 (additional)            |

**8<sup>th</sup> Graduation Fee** - This fee covers the cost of the Diploma, cap & gown, Transcript copies to the high school, 8th graduation trip, cost of the bus (if applicable), Retreat, and BBQ main dish. There may be additional costs. If your child does not meet the graduation requirements, the fees will NOT be refunded. Additional fundraising may be required to cover additional 8th grade necessities.

| Grade                 | 8 <sup>th</sup> Grade Fee | Monthly Fee (10 payments) |
|-----------------------|---------------------------|---------------------------|
| 8 <sup>th</sup> Grade | \$ 600.00                 | \$60.00                   |

\*Technology Fee (not included) \$300.00 (Annually) \$30.00 (Monthly)

### **Preschool/Pre-Kindergarten Year-Round Tuition (Lunch not included)**

| Grade                      | Tuition Fee | Monthly Fee (12 payments) |
|----------------------------|-------------|---------------------------|
| Preschool/Pre-Kindergarten | \$ 8,100    | \$675.00                  |

### **Additional Fees**

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

### **Delinquent Tuition**

St. Adelaide Academy's objective is to provide all St. Adelaide students with the highest quality of Catholic education. It is essential for all families to follow through with their tuition commitment. If any family becomes delinquent on tuition, the account must be brought current for their child to continue attending school, as well as participation in extracurricular activities including sports and Student Council. At this time the Delinquent Tuition Policy will be implemented:

1. Upon a missed payment, an email and /or letter will be sent to the parent requesting payment by an assigned date. Student(s) may not participate in sports, student council, etc. until payments are current.
2. If a payment is not received by the assigned date, and a second payment is missed, contact will be made by the school office, an email will be sent notifying the parent that the student's attendance in the school will be in jeopardy if payment is not made or the school office is not notified.
3. If payment is not received by the 3<sup>rd</sup> payment, small claims action will be considered by the Finance Committee, and the student's continued enrollment would be at risk of being terminated.

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

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

## **Tuition Assistance**

Tuition assistance is available through the Diocese of San Bernardino via the Bishop's Endowment. Applications are accepted during the month of January. Forms are available in the school office. If any cost is a financial hardship for your family, please contact the Principal to make arrangements. Parents receiving tuition assistance will be required to fulfill additional service hours for the school and donate their time and talent beyond the 30 required parent hours. They will be called upon to help with various activities and fundraising events during the year.

## **School Tuition Credit**

A \$200 school tuition credit will be given to those school families who successfully recruit other families to enroll their child/ren in St. Adelaide Academy. The credit will be given only when the new students are officially enrolled and remain enrolled. This credit will be given for each newly recruited family.

## **Books**

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

## **Fundraising**

### **Preschool - 8th Grade**

The fundraising obligation for the 2026-2027 school year is \$1200.00 for each family. The fundraising time period is from July 1, 2026 to May 31, 2027. The obligation may be fulfilled by earning credit from one or a combination of the following:

- Purchasing Scrip
- Participating in school fundraisers such as See's Candy, Hoop-a-Thon, & Cookie Dough
- Selling of the annual Bishop's Golf Tournament car raffle tickets (Mandatory 10 per family)
- Selling Monte Carlo tickets (2 per family required)
- Selling of Murder Mystery Tickets (2 per family required)
- Selling Festival Raffle Tickets (2 books required)

**Scrip** – credit is earned by purchasing gift cards sold at school. Pre-orders may be placed in the school office during school hours but will not be filled outside of regularly scheduled Scrip hours. E-Scrip (not physical cards) may be purchased online. Please inquire in the office regarding setting up an e-scrip account. Cards are available for grocery stores, gas, department stores, restaurants, and many other businesses. When the school purchases the cards, the businesses give the school a discount on the purchase price. **The amount of this discount percentage is the amount of credit that goes toward fulfilment of the family’s obligation when purchasing Scrip.** For example: Stater Bros gives the school a 6% discount when the school purchases the cards. When a family buys a \$100 scrip card for Stater Bros, the card is good toward the purchase of \$100 of goods at the store, and

\$6.00 is earned by the family toward their fundraising obligation. Scrip purchase transactions are tracked through the Scrip Program and the family is automatically given fundraising credit when the Scrip is purchased.

## **Parent Participation**

### **Parent Rights**

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

Parents must have: DOJ clearance, Safe Environment training, DMV check, and CMG driving training in order to volunteer in classrooms or on campus and drive on field trips. Please check with the school office on how to be cleared.

All volunteers must be 21 years or older and are only allowed to participate with our school children in any capacity after meeting all of the above mandatory requirements.

### **School Advisory Board**

St. Adelaide Academy has an active School Advisory Board. The Advisory Board holds meetings once a month. They work with guidelines and policies from the Office of Catholic School and their approved by-laws and. The School Advisory Board does not hire or fire employees; that is the responsibility of the Pastor and the Principal. The Board acts only in an advisory capacity as their role is consultative to the Pastor and Principal in the implementation of school policies.

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

The PTG is a volunteer organization where parents share their time and talents to benefit the school. The purpose of the Parent Teacher Group is to pledge moral, financial, and volunteer support to our school, its students, teachers, and administration. The Parent Teacher Group (PTG) forms an important unit for fostering a good home/school relationship and creating an active interest in school life. When a child is registered in

St. Adelaide Academy, the parent automatically becomes a member of the PTG.

PTG board meetings are held once a month. Executive members and room parents are required to attend. The Parent Teacher Group works with guidelines and policies from the Pastor, Principal and Office of Catholic Schools and their approved by-laws and constitution.

## Parent Participation Program (Volunteers)

Our Parent Participation Program is a vital part of St. Adelaide Academy. The purpose of the Parent Participation Program is to involve parents more actively in their child's school, while helping to keep down the increasing costs of educating children. Parents have an opportunity to sign up for various activities.

Each school family is responsible for thirty **(30)** hours of parent participation for the school year. All families must complete 10 hours by the end of each trimester. If hours are not completed, the family will be charged \$30 per missing hour at the end of each trimester. For example:

### Family 1

Trimester 1: 10 hours completed – Family will be charged at the end of first trimester \$0

Trimester 2: 10 hours completed – Family will be charged at the end of second trimester \$0 Trimester 3: 10 hours completed – Family will be charged at the end of third trimester \$0 Total charge for the year: \$0

### Family 2

Trimester 1: 5 hours completed – Family will be charged at the end of first trimester \$150.00 Trimester 2: 0 hours completed – Family will be charged at the end of second trimester \$300.00 Trimester 3: 10 hours completed – Family will be charged at the end of third trimester \$0 Total charge for the year: \$450.00

Each family is required to work 5 hours at the Fall Festival during the first trimester, as well as signing up for one event committee. Opportunities for sign up are Monte Carlo, Father/Daughter Dance, Mother/Son Dance, Field Day, etc. ***Hours are not given for helping with class fundraisers.***

Parents are required to sign in at the school office any time between the hours of 8:00 a.m. and 5:00 p.m. each time they are on campus to complete a task or activity. All service hours must be logged in on Gradelink or the binder in the school office.

## School and Classroom Visits

All parents who come to the school during the day to volunteer are required to sign in/out at the school office. Classroom visits during teaching time, including physical education, are **not** allowed unless purpose is stated and pre-approved by the Principal. All pre-approved visitors must check-in at the office.

Parents must check-in at the office when dropping off snack/lunch items or forgotten items. **Parents are not allowed to go straight to the classrooms.** All lunch drop-offs and/or forgotten items are to be left at the front office. The classroom teacher will be notified and lunch/items may be picked up during recess. Volunteers must meet the required guidelines and clearance in order to remain on campus. Volunteers/Visitors must wear a visible volunteer/visitors badge for the duration of the visit.

## Yard Supervision

Staff members supervise the school yard beginning at 7:00 A.M. and continue until morning assembly begins at 7:45am. Recess and lunch times are supervised by assigned teachers and staff on a daily basis.

Parents are encouraged to earn their PIP hours (see section PIP hours) by volunteering for yard supervision. Parents must understand that if they have volunteered for yard duty, they must meet their commitment and attend when scheduled. Yard duty is important and affects the safety of the children. Volunteers scheduled for yard duty must sign in at the office for the beginning and sign out at the end of each shift. They must remain in the school yard, supervising the children until the teachers return for their class.

Parents helping are to be respected as teachers. They have the authority to insist on appropriate behavior from all students. The principal will take necessary actions towards students who do not comply.

## Background Clearance

All parents/any relative (21 years or older) who wish to volunteer at St. Adelaide Academy or at certain events that will require them to be around students **MUST** have a Live Scan background clearance completed through the Diocese of San Bernardino. Additionally, each parent/volunteer must complete an online Safe Environment Program, prior to working with students. LiveScan **MUST** be completed at the parents' expense, and be cleared prior to volunteering at school. **NO EXCEPTIONS MAY BE MADE. Online courses must be renewed every three years.** Parents and relatives of students are subject to this rule. A record is maintained in the school office of those who have completed the requirements for volunteering and are at least 21 years of age.

***Volunteers may not bring children (infants, toddlers, children who do not attend St. Adelaide, St Adelaide students who have already been signed out or who are sick for the day) on campus while they are volunteering.***

Throughout the year there will be many opportunities for parents to volunteer in order to fulfill their service hours obligations. These are a few examples of the daily opportunities. All other opportunities will be communicated in advance of the event.

- |                        |                                          |
|------------------------|------------------------------------------|
| • A.M. Traffic Monitor | • Coaching School Sports                 |
| • P.M. Traffic Monitor | • Classroom Helper (not their own child) |
| • Lunch Monitor        | • Campus/Maintenance Repairs             |

## Donations

St. Adelaide Academy welcomes donations of usable supplies and/or equipment for classrooms. Service hours credit will be given for all usable items. Items purchased or provided will be assigned a dollar value for service hours. \$30 = 1 hour of volunteer service.

## Room Parents

Each year two parents act as Room Parents with the approval of the Principal and classroom teacher. **Room parents are required to attend all PTG meetings or send a designee.** They serve as a liaison between the PTG and the class parents.

Room parents collaborate with the classroom teacher to plan classroom celebrations, put together class Festival baskets, Monte Carlo baskets, and other classroom/school needs as determined by the Principal and teacher. Room parents log in hours in the office. This job does not guarantee 30 hours of service.

## Coaches

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

- Must be at least 21 years of age
- Must be able to relate well to students and adults
- Must have knowledge of the sport and emphasize respect for others along with good sportsmanship
- Have a Catholic/Christian attitude which is exemplified at all times (Coaches will be removed by the Principal if a complaint is received by ICSL for not presenting a positive image)
- Principal approval required before starting.

## Parent Support

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

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

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

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

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

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

- Parents are expected to work courteously and cooperatively with the school to assist students in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is disrespectful, scandalous, rumor driving, disruptive, threatening, hostile or divisive.
- Parents/guardians who are concerned with the behavior of another student towards their child or other students may not approach that child at any time. All concerns are to be brought to the teacher and Principal. These expectations for students and parents/guardians include but are not limited to all school sponsored activities and events. (i.e., Extended Care, Athletic games, Field Trips, etc.)

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

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

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

## **Academic Policies**

Homework at St. Adelaide is designed to reinforce concepts already taught in class. It serves as independent practice, giving students the opportunity to review, apply, and deepen their understanding of familiar material. Homework is not meant to introduce new content but to strengthen skills through consistent effort and reflection.

We believe that completing homework builds important habits like independence, time management, and personal responsibility. While some assignments may be collected and reviewed, not all homework is formally graded. Teachers use their professional judgment to determine when and how homework is assessed. In addition to daily practice, students may also be assigned long-term projects such as science reports, saint presentations, or research assignments. These projects help students develop planning and organization skills while encouraging creativity and deeper engagement with the material. Teachers will provide rubrics or clear grading expectations for long-term projects to help students understand how their work will be evaluated. At times, homework may include classwork that wasn't finished during the day. In all cases, the goal is to support each student's learning and growth beyond the classroom.

Time Allotments: The amount of time students spend doing homework will vary depending upon the grade and students' ability to perform tasks and comprehend the material. Generally, you should see no more than the following times per evening:

**K-2nd grade: 30-40 minutes,**

**3rd-5th Grade: 40-60 minutes and**

**6th-8th Grade: 60-90 minutes**

\*\*\*Makeup Classwork & Homework: **No work is given in advance due to vacations during the regular school calendar**; makeup work does not satisfy what is missed during regular classroom instruction. Students have the same number of days as they were absent to make up the work once they return. Makeup work may only be requested after the second day of absence due to illness. Parents are to contact the teacher through ClassDojo to request their child's work due to absences. Makeup work can be picked up in the office after 3:00 p.m.\*\*\*

## **Late Work Policy**

To encourage responsibility and timely submission of assignments, the following late work guidelines will be in place:

**One Day Late: Maximum score possible is 90%.**

**Two Days Late: Maximum score possible is 80%.**

**More Than Two Days Late: Work will not be accepted, and a score of zero will be recorded.**

**Exceptions:** Extensions may be granted in cases of excused absences, illness, or emergencies, in accordance with school policy and with prior communication from parents. Teachers reserve the right to adjust deadlines for long-term projects or special circumstances. This policy applies to all graded assignments unless otherwise specified by the teacher.

## **Grading Criteria**

### **Grading Scales**

#### **Kindergarten thru 2<sup>nd</sup> grade**

O- Outstanding (95-100)

VG- Very Good (90-94)

G- Good (80-89)

S- Satisfactory (70-79)

NI- Needs Improvement (69 and below)

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

| <b>Grades</b> | <b>Percentage or Meaning</b> |
|---------------|------------------------------|
| A             | 100-95                       |
| A-            | 94-90                        |
| B+            | 89-87                        |
| B             | 86-83                        |
| B-            | 82-80                        |
| C+            | 79-77                        |
| C             | 76-73                        |
| C-            | 72-70                        |
| D             | 69-60                        |
| F             | 59 or below                  |

### **Gradelink**

The school uses a web-based grade and assignment reporting system – Gradelink. Parents or students can access the “Gradelink” network 24 hours a day/7 day a week. The web page is [www.gradelink.com](http://www.gradelink.com)

The “Gradelink” site provides information on children’s grades, conduct, and current assignment status. We strongly urge parents to visit the website weekly or set up instructions for automatic email contact if a student’s grades drop in a subject area. Families whose financial accounts are not current may be denied access to their children’s grades and locked out until payments are current, or arrangements have been made with the Principal.

## **Honor Roll/Awards**

The Honor Roll is determined by the GPA's earned in core subjects and conduct:

- Principal's Award – 4.0 and above
- First Honor Roll – 3.80 – 3.99 averages
- Second Honor Roll – 3.50 – 3.79 averages

Students in 3rd - 8th grades do not qualify to be on Honor Roll with a "C," "D" or "F" in any academic area or Conduct/Citizenship area.

## **Students Success Plan (IEP)**

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

## **Placement (Diocesan Policy)**

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

## **Progress Reports and Report Cards**

All students receive progress reports and report cards three times a year. Report cards will be "published" through Gradelink; parents will be able to view and print them through Gradelink. It is the responsibility of the student and parent to check Gradelink for weekly progress.

St. Adelaide Academy uses a combination of academic referrals, conduct referrals, uniform violations, detention notices and phone calls to indicate to parents/students if improvement is needed.

## **Retention**

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

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

## **Standardized Testing**

STAR testing for mathematics and Language Arts will be administered three times during the school year. STAR is an online Common Core-based formative assessment used to measure student growth, target instruction and monitor mastery of Common Core State Standards. This test will provide valid and reliable information to assist the school in making curriculum decisions. Tests are given to all students to measure each student's mastery of skills and concepts within the content areas of each grade level. STAR testing is used to determine the curriculum needs and to guide instruction.

The ACRE (Assessment of Catholic Religious Education) is administered to grades 5th & 8th in January. This provides schools and parishes with a tool to evaluate how well students are learning and living the Catholic faith. More than an assessment, ACRE helps you schools walk with their students and understand both their knowledge and their lived experiences.

## **Religious Activities**

The Principal and teachers plan seasonal religious activities. These activities include a variety of liturgical and paraliturgical experiences as well as the activities planned in the formal daily religion program. Each Friday at 8:15 a.m., Mass is celebrated by the entire school. Grades 3rd - 8th are assigned Friday dates throughout the school year in which they prepare the Friday Liturgy. This Friday celebration does not fulfill your child's Sunday obligation. Students are encouraged to celebrate Mass with their family on either Saturday evenings or on Sundays.

Parents/Grandparents are invited to attend the Fridays School Masses. Students may sit with their parents/grandparents during Mass. If doing so, the parent/grandparent is to wait until the students have arrived at church and the teacher has been notified that said student will be sitting with their family.

Every 3rd Sunday of the month the 9:15 am Mass is designated at our St. Adelaide Family Mass. Each grade has been assigned a Sunday Mass where they will take part in the Liturgy. Students are asked to attend in their Mass uniforms to show their presence to the parishioners.

In March the 2nd graders receive the Sacrament of Reconciliation for the first time. In May our 3rd graders receive their First Eucharist in conjunction with the Faith Formation students. During Advent and Lent, our 3rd - 8th grade students have the opportunity to attend Reconciliation with our Pastor and Parochial Vicars.

# Attendance

## Absence Policy

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

*Please note that if a student is absent or leaves early due to illness, they may not return to take part in any extracurricular activities such as sports, student council, etc.*

## Truancy (Diocesan Policy)

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

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

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

## Tardy Policy

A student arriving late to class is taking away learning time from other students. A tardy student disrupts the class. Teachers are responsible for keeping accurate records of all tardies and absences. Knowing that occasionally problems occur which cause a student to be late, this policy will allow up to five (5) tardies per student within each trimester. **After the 5th tardy within a trimester, families will be assessed a fine of \$5.00 per student per tardy.**

Students must be lined up with his/her class once the 7:45 am bell rings. A student is considered tardy if he/she is not in their class line after 7:50 am. Tardy students must go directly to the office to obtain a late slip before entering his/her classroom. Students will not be admitted into class without a tardy slip. An excused tardy is given only with a dated verification of a Medical/Dentist appointment. Perfect attendance is not earned with an unexcused absence.

## Excused Absences

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

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

## Leaving School Grounds

The safety of our students is imperative. **Students will only be released to people designated on their Emergency Card and/or their Extended Care Emergency Card.** If special circumstances require your child to leave with someone not listed on the emergency card, the school must receive written authorization from the parent prior to release. No phone call authorizations will be accepted. The designated person must then come to the school office to show their identification. Students cannot be released to anyone under 18. No student may leave school before the regular dismissal time without a written request from the parent or guardian. Students must be signed out at the front office before leaving school.

*Parents should avoid taking their students out early. This takes away from a student's instructional time and can become disruptive to the daily operation of the classroom. Students leaving early may not take part in any extracurricular activities such as sports, student council, etc. Students are not permitted to be taken off campus for lunch.*

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

## Faculty Meetings

The Diocese of San Bernardino Office of Catholic Schools regulates the number of faculty meetings and days of in-service for faculty members. The diocese also requires additional days off for the process of accreditation and Common Core in-services. These days are scheduled on the school calendar. On days of faculty meetings, school will dismiss at 1:15pm. Please arrange for your child's transportation accordingly. Students not picked up by 1:20 p.m. will be taken to Extended Care and charges applied (**NO EXCEPTIONS**).

## Health and Safety

### Food Allergies

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

### Medication

If it is absolutely necessary to administer medication during school hours, all medications must be brought to the school office with the following information:

1. A signed statement from the parent/guardian (*medication consent forms are available in the office*) and a note from the doctor must be submitted. Separate forms are required for each medication.
2. Name of the medication and reason for taking the medication
3. Instructions for dispensing - name, dosage, and specific instructions for emergency treatment (if applicable)
4. Medication must come in its original prescription container. An appropriate measuring device must accompany all liquid medications

5. It is the parent's responsibility to ensure that all medications are current and replaced/replenished as needed

NO medication, including aspirin, Tylenol or cough drops, may be brought to school and ingested by a student unless the school office receives written permission from the parent/guardian and student's doctor. Never send medicine to school with your child in his/her pack back or lunch.

All medications must be delivered to the school office and picked up by the parent/guardian. All medications will be stored in the school office. No medications will be stored in the classrooms. ***The medication consent forms must be renewed at the start of every new school year.***

We ask parents to contact the school office when their child(ren) has an infectious health condition. (i.e., measles, chicken pox, head lice, strep throat, pink eye, etc.) Return to school following communicable diseases must first be cleared through the physician and the school office.

## **Injuries or Illness**

When a contagious disease or parasite is the cause of your child's absence, the school must be notified. We, in turn, will notify parents of possible exposure. Each day, students will have a health screening. If your child is not well enough to participate in daily activities or if there is the possibility of contaminating others, you must provide alternate care for your child. If your child has thick yellow mucus, a fever, eye drainage, diarrhea, or is vomiting, you must provide alternate care. Your child should be fever-free (without a fever reducing medication) for 24 hours before returning to school.

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

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

## **Confidentiality**

Vital information concerning the health, life, and safety of their children will be shared with parents/legal guardians. At times, students share confidential information with teachers, verbally or in written form. If a student shares that they are going to harm themselves or others, the teacher or staff member will inform the Principal, even if confidentiality was promised. Confidentiality will be kept unless health, well-being, or safety of a student/students may be at risk. Parents will immediately be notified of these concerns.

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

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

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

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

## **Counseling**

At this time St. Adelaide Academy does not offer counseling services on the premises. We continue to research outside resources and will inform parents of possibilities. Such as Catholic Charities Counseling, a Diocesan counseling group which is made available to school families for family counseling or individual family concerns (909-370-1293). They are located in Colton and their fees are on a sliding scale.

## **Crisis Plan**

### **Emergencies**

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

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

In case of an emergency every effort will be made to alert parents or relatives. The school will notify families in emergency situations via ClassDojo. Parents will also notify parents of school closure for extreme heat, poor air quality or fires in the area. As a rule, the school follows the same procedure as the local public schools and recommendations from the Diocese of San Bernardino. Each student is required to bring in a complete emergency bag on the first day of school. A list of the emergency bag contents is mailed with registration forms. Additional copies are available in the school office.

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

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

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

## **Fire**

In the event of a fire, the electronic fire alarm will sound. Students will walk as a class to the designated area in the parking lot. Students will remain there until it is deemed safe to return to the classrooms. Parents will be notified and kept updated on the situation.

Safety drills for fire and earthquakes are conducted on a regular basis so students will know what procedures to follow.

## **Insurance**

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

## **Natural Disaster**

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

Each school family will equip your child with provisions for emergencies of 12 hours or less with the supplies that are in the student EMERGENCY BAGS. The school has provisions for up to 24 hours that include survival and first aid kits, water drums and basic materials and supplies. Parental/guardian cooperation is needed beyond the initial 12 hours' emergency. Please do not telephone the school. The telephone lines are needed for emergency communications. Please wait at least an hour before you drive to school after an earthquake, as streets need to be available for emergency vehicles.

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

## **Smog Alerts**

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

## **Lock Downs**

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

## **Campus Security**

We strive to keep our school campus safe and secure. Therefore, all our gates are locked during regular school hours. The gate leading to the back parking lot will be closed and locked as of 8am. It will be unlocked five minutes before dismissal. The front gate will remain locked all day until five minutes before dismissal. This front gate is not open for drop off during morning hours. After this time the visitor access point is at the pass-through gate in the north parking lot off of Baseline Road. All parents/visitors must be buzzed in and then proceed to the front office.

## **Discipline Code**

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

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

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

### **Student Responsibilities and Behavior**

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

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

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

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

- Lack of respect to teachers, staff, volunteer adults or students on campus; refusing to accept correction; showing negative attitude; open and persistent defiance of authority
- Disobedience: failure to follow directions promptly and thoroughly; throwing anything in class or at lunch; failure to do homework/class work
- Disruption of class, talking out of turn; annoying others; interrupting the teacher from teaching or students from learning; misbehavior in church; excessive tardies,
- Destroying or defacing school property including but not limited to: writing on desks, books, walls; misuse of the restroom; school property or the property of others
- Violation of social rules: name calling, bullying, showing unkindness verbally or physically; failure to cooperate with uniform regulations and good grooming
- Recess/Lunch violations: lack of respect for supervisors; failure to clean up or leaving before dismissed; rough play; playing, throwing water/towels in restrooms; spitting water, screaming, and throwing food
- The use of electronic devices to transmit lewd, sexual, and inappropriate messaging is grounds for immediate suspension or expulsion.
- Inappropriate relationships are not permitted on campus.
- Possession of illegal substances is immediate grounds for expulsion.

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

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

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

1. Students are to be kind, respectful and courteous at all times.
2. Students are to follow directions the first time they are given.
3. Students are to keep hands, feet, and objects to themselves.
4. Students are responsible for the protection and care of school property.
5. Students are to maintain proper school uniform code and non-uniform standards.
6. Soda, energy drinks, gum, and sunflower seeds are not allowed on school grounds.
7. Students may not leave the school grounds at any time during the school day without being signed out in the school office by a parent.
8. Students are not allowed in the classroom at any time unless there is a teacher present.
9. Cursing, put-downs, teasing, or obscene gestures are unacceptable.
10. Tackle football/rough games are not allowed on school grounds.
11. Public displays of affection are not allowed between students.
12. Actions occurring off campus, but related to school, will be dealt with as if they had occurred on school grounds, i.e., unsportsmanlike conduct, and unruliness at games, harassment on any form of messaging or social media.

13. No weapons, multi-tools, tobacco, alcohol, or drugs are permitted on school grounds or at any school-sponsored activities. Violators will be subject to expulsion (Weapon refers to any instrument that expels a projectile or can cause harm to a person, place, or thing.)
14. Students who injure another student will be immediately suspended from school.
15. The use of electronic devices to transmit lewd, sexual, and inappropriate messaging is grounds for immediate suspension or expulsion.
16. Photographing or videoing of students or staff members is not permitted without their consent.
17. All cell phones are to be turned off once a student arrives on school grounds. Upon entering the classroom cell phones are to be turned into the teacher. They will be picked up at dismissal time. If a student is caught with their cell phone or using it, the phone will be confiscated and will only be returned to the parent.
18. Students should not be using their cell phones or iPad to communicate with parents during school hours. If any students feel sick the school office will notify the parent, not the student.

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

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

A safe environment is one in which students feel positively connected to others, respected, supported, and loved. A respectful environment is one in which all students matter and are treated with dignity; communications are positive, differences are accepted, and all take responsibility for their behavior and choices.

### **Safety**

1. Students are always supervised by an adult.
2. Physical aggression toward others is not allowed.
3. Equipment is always used safely.

### **Respect**

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

## **Schoolwide Discipline Plan**

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

Disciplinary action will be taken with:

- Students whose actions are gravely detrimental to the physical, emotional, or spiritual welfare of students or their property
- Students who consistently call others names or use vulgar language or signs

- Students who evidence continued willful disobedience and/or disrespect
- Students who leave the school campus or are in restricted areas without supervision
- Students who evidence grave disrespect toward other students, school personnel, staff, visitors, or property
- Students whose actions create an unsafe situation for the school or others
- Students who use personal electronic devices.

## **Consequences**

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

Possible consequences:

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

## **Detention**

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

## **Due Process/Appeals**

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

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

## **Probation**

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

## **Suspension**

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

Official suspension may come in various forms:

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

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

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

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

## **Expulsion**

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

Expulsion may be considered for, but not limited to:

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

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

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

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

The procedure for appeal and review of disciplinary action rests with the Office of Catholic Schools. After a conference with the parties involved in the action, the Office of Catholic Schools designee will determine whether the school's action is in accordance with applicable Diocesan policies.

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

## **Harassment**

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

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

**Verbal Harassment:** Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets

**Written Harassment:** Suggestive or obscene letters, notes, text messages, social media, emails, or IMs  
**Physical Harassment:** Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating with normal study or movement.

**Visual Harassment:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters

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

Any student who engages in any type of harassment towards another student is subject to disciplinary action, up to and including verbal and/or written warnings/reprimands, counseling, suspension and expulsion. Should said conduct take place outside of the school environment and it is brought to the attention of the Administration, this too may serve as grounds for disciplinary actions.

## **Violence – Threatened and Acted**

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

## **Custody Issues**

Parents are required to provide our school with accurate custodial information for each student's file. Non-custodial parents do have rights as our school abides by the provisions of the Buckley Amendment concerning parental rights. Our school will provide the non-custodial parent with access to academic records and other information regarding their child. If there is a court order specifying that there is to be no information given, it is

**It is imperative that the school has accurate custodial information on file.** The school shall comply with court ordered custody conditions that are on file. The school cannot act on verbal information. Any and all subpoena requests from the courts for records, letters, and faculty/staff court appearance will be sent to the Diocese of San Bernardino Legal department. The school will not become engaged in custody issues and will remain neutral at all times for any circumstances.

# Communication

## Access to Records

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

## Communication with Faculty

Teachers are available by appointment from 3:00 p.m. to 3:30 p.m. for conferences with parents/guardians. Teachers are supervising students from 3:00 p.m. to 3:15 p.m. and are unavailable for conferences during that time. Appointments must be made in advance through the office or directly with the teacher. **Teacher/staff personal phone numbers are not given out, nor should they be called or texted on private phones.** Phone messages can be left on the teachers' voice mail extensions. Phone extension and email address for each teacher is listed on the faculty page of this handbook. If an emergency arises, parents are to call the office and the office staff will ask the teacher to return the call to the parents. Parents are encouraged to contact teachers regarding any concerns you may have regarding your child.

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

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

***All parents/school families must sign up for the school Class DOJO communication system that will send reminders and/or emergency messages through text or email. All parents must also be on the school Remind. Information about how to sign up for Class DOJO is available through the school office.***

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

## Telephone Calls

Only in cases of an emergency or utmost importance will messages be delivered to students. Please do not call or text your child during the school day as students are not allowed to have a cell phone with them. Students will not be allowed to call their parents from the classroom or office for any reason. In cases of an emergency or illness, the school will contact the parent. **Plans for after-school activities should be made prior to school.** Electronic devices are collected in the morning and returned at the end of the day. Parents and students must sign the Cell Phone/Electronics Policy in order to have these on campus.

## Conferences

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

## Campus Policies

### Daily Schedule

Morning Daycare is offered beginning at 7am. If any student needs to arrive before 7am please contact the school office. Students arriving after 7:45 should go directly to their classroom.

Weather permitting, the entire student body assembles outdoors on Wednesdays for prayer and announcements at 8:00 a.m. Each **Friday** morning, Mass is celebrated in the church at **8:15 a.m.**

7:00 - 7:45 Morning Daycare

7:45 - Morning Bell - Students Line Up

7:50-7:55 Morning Prayer/Assembly

8:00-10:00 Academics

10:00-10:20 Recess Grades K-4th

10:30-10:50 Recess Grades 5th - 8th

10:20-12:00 Academics

11:45-12:25 Lunch K-4<sup>th</sup>

12:30-1:10 Lunch 5<sup>th</sup>-8<sup>th</sup>

1:00-2:55 Academics

2:55 - 3:00 Pack up

3:00 - 3:15 Dismissal/Pick Up

3:15 - 5:00 After-school Daycare

## Lunch

The school offers hot lunches for our students five days a week through Apples & Oranges. Parents order lunch and pay through the app. Apples & Oranges offers a variety of options. Parents are encouraged to provide nutritious lunches and snacks for their children. Appropriate morning breakfast snacks are encouraged for morning recess. **Soda drinks, energy drinks, sunflower seeds in shells, candy or gum are not allowed at any time. Any student caught chewing gum while on campus will be assessed a fine of \$5.00.**

***Fast-food lunches are not permitted for students. Students eating spicy Cheetos and chili infused chips is discouraged. These snacks have proven to cause stomach discomfort.***

Dropping off lunches should only occur in an emergency. It is imperative that names/grades on lunches be CLEARLY MARKED and dropped off in the front office. There will be a table where lunches are to be left for student pick-up.

Do not pack microwaveable food in your child's lunch as there is no additional personnel in the kitchen to heat up the food. Glass bottles are NEVER allowed. We suggest using only biodegradable containers. Students may bring water bottle containers no larger than 22oz. Water bottles are permitted in the classroom in a specified location per the teacher. Please encourage students to recycle empty water bottles.

Proper manners are expected of all students at all times. Courtesy and respect must be shown to those supervising the lunch periods. Students are also asked to clean up after themselves and not leave a mess on the lunch tables.

## Lunch Regulations

| Grade                                   | Lunch Time        |
|-----------------------------------------|-------------------|
| Preschool/TK                            | 11:15am – 11:45pm |
| K – 4 <sup>th</sup> grade               | 11:45am – 12:25pm |
| 5 <sup>th</sup> – 8 <sup>th</sup> grade | 12:30pm – 1:10pm  |

- Yard duty supervisors follow a discipline plan that includes time out, picking up trash, detention and conduct referrals.
- Students remain at lunch tables until dismissed by the supervisor once the area is clean.
- Balls and equipment are loaned out to each class.
- Food/drinks are only allowed at the lunch table area and not on the blacktop/playground
- Rough games, including tackle football and dodgeball, are not allowed.
- No student may be excluded (by peers) from games his/her class is playing.

## Morning Drop Off

All cars must enter from the Church Avenue south gate in by the grass field, following through to the south parking lot near the playground. Students should exit cars by the traffic cones located near the walk-through gate. Make a U-turn to exit the parking lot. Continue on the road behind the church and exit onto Baseline. **Students may not be dropped off in front of the church or other unsupervised areas, including the parking lot.** Parents who are parking and walking their student into the school grounds may only park in designated parking spots. There is ample parking in the south parking lot. Preschool parents will park in the spaces near the playground and near the blessed mother statue and MUST sign your child in at the preschool classroom. Teachers will not be available for conferences unless prearranged. Once the bell rings at 7:45 the students must line up at the assigned grade level cones. **All cars must be off school grounds by 8:00 a.m. School gates will be closed and locked at 8am.**

## Afternoon Dismissal

At dismissal, parents must park in the north or south parking lots. Gates will be unlocked at 2:55 pm and not any earlier. At approximately 3pm parents/guardians may then proceed to their child's classroom. Students will only be released to their parents/guardian/sibling. Students will only be allowed to leave with someone 18 years or older. Students are not allowed to walk out to the parking lot without an adult with them. This is for the safety of the student and to ensure that they are leaving with a family member listed on their emergency card.

Students not picked up by 3:15 p.m. will be taken to Extended Care and parents will be charged (no exceptions). The options are parent pick-up, Extended Care or sports practice. Students who walk home or ride their bike must fill out a permission slip form from the front office. Only written permission is allowed. Phone calls will not be accepted.

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

**Please do not park in or block the driveways.** This is a fire regulation that we must follow. Please adhere to the marked fire lane (red line on curbs). Only students currently participating in previously approved school-related programs may remain on the grounds after dismissal. An adult must be present to supervise. All other students will be checked into Extended Care. South school gates will be locked at 3:00 p.m.

## Bicycles, Rollerblades, Skateboards, Scooters

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

## Use of School Grounds

Students may not be on campus in any unsupervised area before or after school hours. Any student on campus will be placed in Extended Care and parents will be charged accordingly. Teachers cannot be responsible for students not signed into Extended Care. Students may not be on school grounds prior to 7:00 a.m. or after 6:30 p.m. Students who are on school grounds for sports practices must be with the team and under the supervision of the coach at all times. If students remain on campus after sports practice, they will be checked into Extended Care and parents will be charged accordingly.

## Use of the Student Information/Pictures

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

## Cell Phones/Electronic Devices

Students may not use cell phones, Smart watches, Air Pods, or other personal electronic equipment on campus or on field trips between the hours of 7:00 a.m. and 6:00 p.m. Cell phones will be collected by the homeroom teacher every morning. At dismissal cell phones will be returned or given to the coach if a student is attending practice. **If an administrator, teacher, or staff member sees or hears any of these devices; consequences will include but will not be limited to, the device being taken away from the student. Items will be kept in the Principal's office. Students using eReaders (ex. Nook, Kindle, iPad) may only use the device for eBooks.** Games, internet use, and other applications are not permitted. eReaders may not be used during recess, lunch, or at Extended Care, unless supervised by a staff member.

**Cameras are not to be brought on campus, unless given permission by the classroom teacher or yearbook coordinator.** Photos may only be taken when given permission and at appropriate times. Photos are for school use only and may not be posted on any personal social media. Photographing or videoing of teachers/staff is prohibited without their consent. Cell phones/electronic devices used or displayed at school or on field trips without permission will be confiscated and returned only to the parents/guardian, after a 10-day holding period. Students are required to turn in phones at the beginning of the school day; phones are returned at dismissal time.

## Lost Articles

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

# Uniform Policy

Students in a Catholic school are called to a lifestyle that is different from the norm of society. Uniform regulations are designed to ensure our students at St. Adelaide Academy concentrate on modesty, cleanliness, and neatness. We expect our students to be in uniform at all times, except on designated non uniform days. All school sponsored apparel, including athletics, must have prior approval from the administration. ***No Aquinas High School sweatshirts may be worn until January and only 8th graders may wear them.***

*All uniform items and accessories are to be purchased from [St. Adelaide \(inlandsports.com\)](http://St.Adelaide(inlandsports.com)).* This will ensure that all students are wearing the correct and acceptable uniform clothing. The office will no longer carry new school uniforms. Some used uniforms are available through the office. All uniform shirts, ties, jackets, vests, cardigans, and PE uniforms must contain the school logo.

## **Girls (Preschool – 4<sup>th</sup> grade)**

- Jumper – plaid; should reach the top of the knee; Shorts are worn under jumper/shift
- Light Blue or White Polo with the school logo tucked in at all times.
- T-shirt – only white (plain) may be worn under uniform blouse/shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – blue school logo
- Pants – navy twill (No Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short; length must be knee length but cannot cover the knee
- Socks – white, black, or navy (must be visible above the rim of the shoe crew, or knee socks)
- Tights or Legging – white, black, or navy
- Shoes – athletic or rubber-soled; black, blue, white, or any combo of the three colors and must be secure to the foot (so they do not fall off); Shoes must be either Velcro or with shoe laces. **No slip-ons or boots are allowed.** If it is a rainy day, rain boots may be worn to school but must be changed out to their athletic shoes once in the classroom. No lights or animation characters on the shoes are to be worn
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

***Required Mass Attire: All girls must wear the plaid school jumper with the school white blouse with the printed logo. Polo shirts and skorts are not permitted on Mass days. Cardigans or vests are the only outerwear permitted.***

## **Girls (5<sup>th</sup> grade – 8<sup>th</sup> grade)**

- Skirt – plaid; should reach the top of the knee. Shorts are worn under the skirts.
  - Blouse – White blouse, blue or white polo shirt with the school logo These must be **tucked in at all times**
  - T-shirt – only white (plain) may be worn under uniform blouse/shirt
  - Turtleneck – white or navy blue to be worn under uniform shirt
  - Sweatshirt – blue with the school logo
  - Pants – navy twill (no Cargo-type, hip-hugger or slim fit) purchased through the uniform company.
  - Shorts – must be a regulation short purchased through the uniform company; length must be right above the knee and should not be below the knee
  - Socks – black, white, or navy. Socks must cover the rim of the shoe
  - Tights or Leggings –black, white, or navy
  - Shoes – athletic or rubber-soled; black, blue, white or any combo of the three colors and must be secure to the foot (so they do not fall off). All shoes must have shoe laces or Velcro. **No slip on or boots are allowed.** Rain
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boots may be worn on rainy days. Once entering the classroom, they must be changed out to their athletic shoes. No platform athletic shoes are allowed.

- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

***Required Mass Attire: All girls must wear the white uniform blouse with the school logo along with the plaid skirt. Navy blue skirts are not allowed on Mass days as well as the Polo shirts and skorts. Cardigans or vests are the only outerwear permitted.***

### **Boys (Preschool – 4<sup>th</sup> grade)**

- Shirt –light blue or white polo with school logo; **tucked in at all times**
- T-shirt – only white (plain) may be worn under uniform shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – navy blue with the school logo
- Pants – navy twill (no Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short purchased through the uniform company; length must be near but cannot cover the knee
- Socks – white, navy or black and must be visible above the rim of the shoe
- Shoes – athletic or rubber-soled; black, blue, white or any combo of the three colors. Shoes must have shoe laces or Velcro. and must be secure to the foot (so they do not fall off). No slip-ons, lights, or animation characters are to be worn.
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

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

### **Boys (5<sup>th</sup> grade-8<sup>th</sup> grade)**

- Shirt – light blue or white polo; **tucked in at all times.** Polos must have the school logo.
- T-shirt – only white (plain) may be worn under uniform shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – navy blue with the school logo
- Pants – navy twill (no sagging, Cargo type, hip-hugger or slim fit)
- Shorts – navy twill; must be right above the but knee and cannot cover the knee (No sagging, Cargo-type, hip-hugger or slim fit); must be a regulation short purchased through the uniform company
- Socks – white, navy, or black - must be visible above the rim of the shoe
- Shoes – only athletic or rubber-soled; black, blue, white or any combo of the three colors may be worn. Shoes must have shoe laces or Velcro. No slip-ons or boots may be worn. Shoes must be secure to the foot (so they do not fall off);
- Belt – solid color; black or navy blue required
- **Non-uniform jackets are not allowed in the classroom.**

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

## Hair (All Grades)

Hair should be washed and well-groomed and should not obstruct vision. The boy's hair should be no longer than the top of the uniform shirt collar. Length/height should be no more than three inches from the scalp. Boys should not have ponytails unless they are part of the tribal community. Boys may not have mustaches, beards, or goatees. Girls may wear **simple** barrettes or hair ties. No hats, scarves, or bandanas. Dyed, highlighted, shaved, spiked hair or other fad/radical hairstyles are not permitted and must be corrected immediately.

## Jewelry

Girls may wear one simple religious medal/chain or scapular. A watch may be worn (no Apple Watches). Only one set of single stud earrings are allowed and must be worn on the lobe. One simple bracelet is permitted. No rings are permitted.

Boys may wear one simpler religious medal/chain or scapular. A watch may be worn (no apple watches). No ear piercings and/or earrings are allowed on boys. One simple bracelet is permitted. No rings are permitted

## Makeup

Makeup is NOT allowed for the girls. Nail polish of any kind is NOT allowed; no fake/false nails are allowed as well. Tattoos (real or fake) are not allowed.

## Uniform Check

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

## PE Uniforms

Students must wear the approved **school PE uniform** on their designated PE days (with the exception of red shirt day). These uniforms are available through our uniform company. Students must wear appropriate athletic shoes on PE days.

## Non-Uniform Dress Code

On the assigned Free-dress days, the required uniform standards still apply. (Unless otherwise stated due to a special event) Message shirts may not have inappropriate language or images. No tank tops, spaghetti straps, daisy duke shorts, tight or torn/ripped jeans or any revealing items may be worn. . No hats (unless specified otherwise for a special event), crocs, or open-toed shoes are allowed. Shorts must be knee length and no shorter. **Failure to comply with the standards may result in not being allowed to participate in future free dress events.**

# **Extended Care**

## **Purpose and Philosophy**

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

## **Admission Policy**

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

## **Program**

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

## **Homework**

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

## **Hours of Operation**

Extended Care is offered on regular school days and early dismissal days from 7:00 am-7:45 a.m. and 3:15-5:00 p.m. Extended Care is available on minimum days (1:15 dismissal) from 1:25 p.m. until 5:00 p.m.

***Extended Care is not provided on the Friday before Christmas break and the last day of school.***

**Fees** - There will be a fee charged for Extended Care of \$7.00 per hour per child. Families may also pay a monthly rate of \$200 (one student), \$350 (two students) or \$500 (three students). Monthly rates remain the same each month. Credits cannot be issued for occasional absences or holidays. Prolonged illness (one week or longer) may be credited. **For students not picked up by 5:00 p.m., a fee of \$1.00 per minute, per child, will be charged. If the problem is ongoing, the family may be denied Extended Care privileges.**

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

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

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

Students who remain on campus after sports practice must check into Extended Care if a parent is not there to pick them up. For student safety, all After-school Extended Care students **must** be signed out by their parent or another adult designated on the Emergency card when being picked up. If a student is not signed out parents will be charged until 5pm.

Parents/guardian must come to the Afterschool Daycare room to pick up their child. Students are not allowed to walk to their parents' car without an adult.

## **Illness or Accident**

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

## **Emergency Procedures**

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

## **Behavior Policy**

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

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

## Reasons for Termination

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

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

**Please note that if a family becomes delinquent in their tuition payments then enrollment in the Extended Care program may be paused until all financial obligations are brought current.**

## Extra-Curricular Activities

### Sports

Our sports program involves opportunities for students in kindergarten through 8<sup>th</sup> grade. Parents' participation is key to our athletes' success. Parents are requested to assist by coaching, refereeing, providing transportation, and by attending the games. Athletes waiting for after-school practice must remain with their teacher until 3:00 p.m. At this time, they may change into sports clothing.

#### ***Fall Sports:***

- Football – Boys (4<sup>th</sup> grade – 8<sup>th</sup> grade)
- Volleyball – Girls (4<sup>th</sup> grade – 8<sup>th</sup> grade)

#### ***Winter Sports:***

- Soccer – Boys and Girls (1<sup>st</sup> grade – 8<sup>th</sup> grade)
- Basketball – Boys (4<sup>th</sup> grade – 8<sup>th</sup> grade)
- Basketball – Girls (4<sup>th</sup> grade – 8<sup>th</sup> grade)

#### ***Spring Sports:***

- Track and Field – Boys and Girls (Kindergarten – 8<sup>th</sup> grade)
- Volleyball - Boys (4th Grade - 8th grade)

## Requirements for Participation in Sports

Principal and teacher approval as well as a signed permission slip from a parent/guardian are necessary prior to sign-up time for eligibility to participate in sports. Eligibility is verified weekly as well as at the end of each trimester. **Students must maintain a 2.0 GPA average, with no academic grade lower than a “C” (77%) and a minimum “B” in Conduct/Behavior.**

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

## Sports Fee

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

**\$125 per sport per student** for football, volleyball, soccer, and basketball; this fee includes a jersey/uniform. Students are to wear their P.E. shorts with the school logo when participating in the games.

**Track:** TBD

Fees will be billed through FACTS.

**No student will be permitted to participate in practice/games until the Sports Fee has been paid and/or all school financial obligations are current.**

## Student Council

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

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

## Field Trips/Transportation

### Privilege not a Right

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

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

1. Parents are informed well in advance, students are prepared, specific goals are set, cooperating agencies are booked, and adequate chaperones are available
2. The trip must have clear educational or cultural value and be discussed/cleared with the Principal at least two weeks prior to the trip. There will be a follow-through report or activity on experience gained from the field trip.
3. A signed permission slip on the Diocesan standard form must be completed and signed by the student's parent/guardian. **THE ENTIRE FORM MUST BE RETURNED by the due date. Students will not accompany their class if the required form is not signed or submitted in a timely manner.** Telephone calls are not accepted in lieu of written form. Parents have the right to refuse to allow their child to participate in a field trip. Permission slips releases the school from liability.

4. All drivers must be 21 years of age or older and must complete a “Driver Information Sheet” and provide accompanying copies of the driver’s license, vehicle registration and proof of insurance. Drivers must also have a completed and signed Volunteer Information Sheet on file, as well as **DOJ CLEARANCE, CMG Driver training, and Safe Environment training.** Drivers must have sufficient insurance coverage as prescribed on the “Driver Information Sheet”. (Only one form is necessary per year.) All drivers must also complete an online training. School employees are not allowed to drive students on field trips.
5. Teachers will assign student passengers in transport vehicles. Parents may not override this decision.
6. **Field trip drivers may not make stops going or coming back from a field trip. Drivers are to “caravan” with other cars and drivers on the trip. \*Failure to follow these regulations will result in the offending chaperones being refused for future field trips.**
7. No student shall be transported to or from any activity in the OPEN part of ANY TRUCK OR OTHER VEHICLE or in any vehicle where passenger seating and seat belts are not provided.
8. There shall not be more occupants in a vehicle than there are seats and seat belts provided.
9. Parents who drive on field trips must stay with the class the entire time to help chaperone and return their group back to school immediately following the trip. Stopping for lunch or drinks is not allowed.
10. **Only St. Adelaide students from the designated class may go on the field trip – no toddlers or other students may participate in a class/school field trip.** This is necessary for the safety of the students on the trip and for insurance purposes.
11. **Students may be denied participation if they fail to meet academic or behavior requirements.**
12. All students must have a seat belt and/or car seat (depending on age).
13. Service Hours are given to Parent Chaperones for field trips.

## **Birthdays**

Parents may bring a special treat/lunch for their child’s birthday and must have prior approval from the Principal and classroom teacher one week in advance. The treat should be an individual serving such as cupcakes, cookies, etc. and a fruit juice (No sodas). If a parent would like to provide lunch, then individually wrapped meals may be brought in. All treats and food must be brought directly to the school office.

Parties are not allowed to be held at school. Please do not have decoration, limos or other fancy transportation pick up or drop off students at school. This is disruptive to the student body as a whole. Balloons and flowers are to be brought to the office and will become the property of the individual at the end of the day – no personal presents or gifts should be exchanged at school. If goody bags are being given to each student, then this too will be distributed at the end of the school day.

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

## **Student Service Hours**

Middle School students are required to fulfill service hours during the school year. Each trimester the sixth-grade students are required to complete five (5) hours; seventh grade students should complete ten (10) hours and eighth grade students should complete fifteen (15) hours as part of their trimester religion grade. The purpose is to help foster Christian growth in our young people to provide needed service in the larger community. Students need

**pre-approval from their religion teacher** for the projects they choose and must complete a “Service Hours Verification Form” when any service is completed. The students may not be paid for the service, and the service must benefit the general community or the parish. These hours may not be completed during the scope of the school day. Policy requires that the service hours be completed each trimester in order for students to receive their trimester Religion grade (failure to do so will result in losing one full grade). Some service projects will be done as a class or middle school, and some work will need to be done out of school. Requirements will be given to students; parents receive the requirements at Back-To-School Night. Please contact the middle school religion teachers with questions or comments. Service hours are a requirement for graduation.

## **Technology and the Internet**

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

The following are unacceptable:

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

Students who do not comply with usage rules will forfeit their usage privileges. The school actively monitors student use of the devices.

If a student drops, breaks or damages the device in any way, the parent will be responsible for the repair or replacement of the device and/or covers. If a student is responsible for the damage to another student’s device, the parent will be responsible for a portion of, or the full amount of the repair.

Parents of students in kindergarten through 8<sup>th</sup> grade are required to pay a \$100 technology fee. This covers the cost of managing the devices. This fee is not applied to repairs or replacement.

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

**ST. ADELAIDE ACADEMY**  
**Parent/Student Handbook**  
**School Year**  
**2026 - 2027**

I, the undersigned parent/guardian of:

Students Name(s) & Grade(s):

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acknowledge that we have received, read, and reviewed the **Parent Handbook** for the above school year. We understand that the handbook contains important information regarding school policies, procedures, and expectations, and we agree to support our child(ren) in following them.

We understand that the Pastor and Principal retain the rights to amend the handbook at any time and for just cause.

Every effort will be made to stay informed of such changes.

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_ Date \_\_\_\_\_

**Pastor/Principal's Right to Amend**

\* The Pastor/Principal retains the right to amend the handbook at any time and for just cause \* Parents will be given notification if changes are made.

*The St. Adelaide Academy handbook was revised in July 2026 and supersedes all previous handbooks.*