



STUDENT/PARENT HANDBOOK 2011- 2012

Be it known to all who enter the Academy of St. Adalbert
That Christ is the reason for this Academy.
He is the unseen, but ever-present Teacher
In the classes,
The model of its faculty,
And the inspiration of its students.

**56 Adalbert Street
Berea, Ohio 44017
440-234-5529
440-234-2881 FAX**

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Academy of St. Adalbert

56 Adalbert Street * Berea * Ohio * 44017 * 440-234-5529

September 2011

Dear Parents/Guardians and Students:

Please read the Academy of St. Adalbert Student/Parent Handbook so that you are aware of Academy practices and policies. Please sign the form below and return it to the office to verify that you have read and support the policies in the handbook. Thank you for your cooperation and support of these regulations. I look forward to working with you as we seek to grow as a school community striving to live the Gospel message and to serving the people of God.

Sincerely,

Martha K. Jacobs
Principal

✂-----

VERIFICATION FORM

My signature verifies that I have read the Academy of St. Adalbert Student/Parent Handbook and support the Academy's practices and policies.

Student name: _____ Grade: _____

Student name: _____ Grade: _____

Student name: _____ Grade: _____

Student name: _____ Grade: _____

Parent Signature: _____ **Date:** _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

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2011-2012 FACULTY AND STAFF

Reverend Barry Gearing, Pastor
Mrs. Martha K. Jacobs, Principal
Mrs. Paula Stepanski, Administrative Assistant
Mr. Tom Wiechowski, Maintenance
Mrs. Jennifer Wiechowski, Maintenance

Preschool:	Ms. Katie Kubicina
Kindergarten	Mrs. Kelly Thomson
Kindergarten Inclusion Teacher:	Ms. Theresa Wolf
First Grade:	Mrs. Martie Progar
First Grade Inclusion Teacher:	Ms. Tabettha Stephenson
Early Childhood Aide:	Mrs. Linda Baxendale
Second Grade:	Mrs. Lisa Bates
Second Grade Inclusion Teacher:	Mrs. Megan Sunyak
Third Grade:	Mrs. Jeanette Louis
Third Grade Inclusion Teacher:	Mr. Curt Heinrichs
Fourth Grade:	Mrs. Traci Byrne
Fifth Grade:	Mrs. Wendy Parente
Fifth Grade Inclusion Teachers:	Mrs. Anne Zemen Mr. Joe Sutton
Sixth Grade:	Mrs. Dawn Burke
Seventh Grade:	Mrs. Katie Sebastian
Eighth Grade:	Ms. Jane Baldwin
Junior High Inclusion Teachers:	Ms. Megan Zahorec Mrs. Sarah Glass Ms. Jennifer Lisco
Music:	Mrs. Mary Wetter
Physical Education:	Mr. Jerry Roberts
Computer/Technology Coordinator:	Mrs. Susan Walton
Spanish:	Ms. Edith Quimper
Library:	Mrs. Mary Ann Cooke
Art:	Mrs. Robin Gavin
Nurses:	Mrs. Dolly Palombo & Ms. Dianah Kwiatkowski
Cafeteria:	Miss Karen Kwiatkowski, Miss Sharon Kwiatkowski & Mrs. Peggy Voll
Government Clerk:	Mrs. Helen DellaPenna
Psychologist:	Mrs. Kelly Gruscinski
Title I Tutor:	Ms. Leah Leavay
Intervention Specialist:	Ms. Megan Tabaj
Speech Therapist:	Ms. Rosemary Waldron
STEPS Intervention Specialist:	Ms. Kelly Hackett
STEPS Supervisor:	Mrs. Jackie Sura
After Care:	Mrs. Barb Neeper & Ms. Audrey Fedak

ACADEMY PRAYER

*O Jesus, through the Immaculate Heart of Mary,
I offer you all my prayers, works, joys and sufferings.
Through the intercession of St. Adalbert,
I pray that I might act with kindness and respect to all I meet.
Help me to love God with all my heart, soul, mind and strength.
Help me to treat others as I want to be treated.
May I use my gifts and talents for your honor and glory.
Amen*

MISSION STATEMENT

The mission of the Academy of St. Adalbert is to inspire Catholicity in an intellectually stimulating environment within a community that is accepting of all differences.

FACULTY AND STAFF BELIEF STATEMENTS

We believe in providing an environment for learning that is loving, respectful, safe, and secure for all children to learn and succeed.

We believe in instilling in students a life-long commitment to the ideals of peace, justice, equality, and respect for all life.

We believe the partnership of the school, family, community, and parish is important to foster students' spiritual, academic, and emotional development.

We believe in ensuring that all curriculum is up to date, aligned with current standards, and utilizes a variety of resources that promote differentiation.

We believe that technology should be integrated into the curriculum so as to become an everyday aid to teaching and learning.

We believe that service to others, inside and outside school, enhances a child's awareness of the social concerns of others.

We believe in creating opportunities for spiritual growth of students, faculty, and staff. We will embody the Catholic Church's mission, values, and vision, while educating the whole person to serve others and promote peace for the greater honor and glory of God.

We believe in providing opportunities for faculty and staff to further their professional skills and knowledge in order to help our students meet the challenges of an ever-changing society

PARENT RESPONSIBILITIES

The education of the child begins in the family. Parents, as the primary educators, communicate, develop and foster values, knowledge and skills in the home environment. Parents make a choice for their child when they enroll him or her in the Academy for an experience of Catholic education that fosters spiritual and moral development, academic achievement and strong discipline.

The administration, faculty and staff at the Academy strive to cooperate with parents in the guidance, instruction, and inspiration of their children by educating each child spiritually, intellectually, culturally and socially to meet the immediate goal of preparation for life and for the ultimate goal of eternal salvation. The greatest single factor in fulfilling this home/school partnership rests in the attitude of the parents and the example of the home. Therefore, parents are encouraged:

- to support the child's practice of the Catholic faith by taking him or her to weekend mass regularly,
- to provide the appropriate materials for study, both at home and at school to show an interest in the child's school work, progress and activities, giving praise for positive accomplishments,
- to support Academy policy and the authority of the administration and faculty and to hold Academy policy in high regard setting an example for children, instilling lifelong attitudes of respect for all authority,
- to encourage the child to complete home assignments and to study his or her lessons and to assist with and check homework when requested/necessary,
- to insist the child obeys the regulations and principles of good behavior, including classroom rules and the Academy discipline code, and practices good manners at all times,
- to consistently require the child's accountability for academic and social behavior,
- to discuss concerns/problems appropriately with the faculty or staff mindful of what is in the best interest of the child.

STUDENT RIGHTS AND RESPONSIBILITIES

In order to attain these goals, the student should:

- appreciate the opportunity for Catholic education and participate fully and enthusiastically in the academic experience,
- learn and apply basic truths and values of the Catholic faith and acquire the discipline to live them,
- think independently, learning to make sound judgments based on Christian principles,
- become competent in decision-making, accepting consequences and developing a sense of responsibility,
- recognize individual talents and learn to use them to become a productive member of the Academy and community,
- develop and practice desirable attitudes and behavior in personal relationships,
- acquire and utilize good communication skills,
- commit personal service to God, family, church, Academy and community.

Academy of St. Adalbert Student Code of Ethics

As a student at the Academy of St. Adalbert, I promise to:

- RESPECT all teachers, staff, and visitors in the school and their possessions;
- RESPECT fellow students and their possessions;
- observe COURTEOUSLY the rules of traffic in hallways, stairways, classrooms, and on school grounds;
- demonstrate good SPORTSMANSHIP;
- be NEAT and CLEAN in person, dress and thought;
- participate fully and be attentive during classes, liturgies, assemblies, and school activities on and off campus;
- refrain from using language of a profane or vulgar nature;
- work at all times toward self-improvement;
- comply with classroom and school discipline code, including the dress code.

Students' Bill of Rights

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

Students in our school have the right to:

- Learn in a disruption-free environment.
- Know what is expected of them at all times in every area of the school.
- Be protected from physical harm and verbal abuse.
- Have their positive behavior recognized.
- Have their personal property protected.
- Have their concerns heard.
- Be treated with kindness and caring.

Rights of Children

Our school community actively promotes discipleship of Jesus Christ as integral to their Catholic culture and mission. Our school offers a curriculum infused with Catholic beliefs and teachings and Gospel values. In particular, our school provides a curriculum infused with the **Rights of Children**. All Children Have...

- The right to a Catholic community that witnesses to Christ and the Gospel by protecting them from child abuse, including sexual abuse and neglect.
- The right to a safe environment that promotes care, protection, and security.
- The right to be respected as individuals with human dignity.
- The right to work actively toward their own empowerment through the development of their gifts and talents.
- The right to a learning environment that values cooperation and challenges its members to critical and reflective thinking in their search for truth.
- The right to develop positive, responsible and caring attitudes and behaviors toward others and to recognize the rights of others to be safe and free from harassment and abuse.
- The right to learn the skill of self-protection by identifying safe and unsafe situations.
- The right to learn responsibility for themselves and their actions.
- The right to make responsible decisions founded on religious conviction.
- The right to guidance from the church in their development as loving people.

Profile of a Catholic School Graduate

A Catholic School Graduate is . . .

A faith filled disciple of Christ who is:

Called by Baptism and nourished by the Eucharist;
Active in the sacramental life of the Church
through weekly participation in the Eucharist
and regular participation in Reconciliation;
Centered in Gospel values;
Prayerful

*As we describe the faith commitment of the Catholic School graduate,
we understand that students of other faiths express these values
in alternate faith commitments.

A Christian leader who is :

A decision maker whose conscience is formed
by the teachings of the Catholic Church;
A witness to the FAITH;
A person of integrity; Respectful;
Committed to justice;
Collaborative;
A community builder;
A steward of the environment;
Active in parish life.

A centered well-rounded person who is :

Self-confident; Self-disciplined;
Open to growth; Responsible;
An active and productive citizen.

A loving person who is :

Compassionate; Kind
Forgiving; Appreciative of diversity;
Welcoming; A peace-filled mediator;
Respectful of the talents and abilities of others.

A life-long learner who is :

Articulate; Creative; Technologically literate;
Academically and spiritually competent;
A critical thinker; A problem-solver.

A healthy person who is :

Respectful to life; Practicing good health habits;
Committed to reaching one's full potential;
A good sport.

ADMISSION AND WITHDRAWAL POLICIES

Admission

The Academy expects Catholic school families to be active parishioners: registered, attending Mass on the weekends, and regularly supporting the parish through church contributions commensurate with family income. All families are encouraged to participate in parish and Academy activities.

Children will be accepted to the Academy during the January registration period until classes are filled. Admission and re-admission are on an annual school year basis. Children will be accepted in the following order:

1. All children currently enrolled in the Academy of St. Adalbert or the St. Adalbert Preschool.
2. Siblings of children currently enrolled.
3. Children of St. Adalbert parishioners.
4. Catholic children from nearby parishes without schools.
5. Catholic children from parishes with schools.
6. Non-Catholic children who wish to use the Academy as a private school.

A registration form and fee, which is non-refundable, must be submitted to guarantee a child's placement in a class. Parents of children attending the Academy must re-register their children every year. Tuition must be current and the designated fee paid to insure placement. Registration implies agreement and support of all Academy policies. The pastor and the principal have the right to determine who will be admitted.

All incoming kindergarten students will be assessed for kindergarten readiness in August before the first day of school. The results of this screening will be used to differentiate instruction and meet individual student needs.

Transfer students from parochial or private schools will be accepted if past tuition and fees are paid in full and if their academic and behavior records are acceptable.

Statement of Nondiscrimination

No child will be refused admission to the Academy because of race, color, or ethnic origin.

Withdrawal

Parents of students withdrawing from the Academy must notify the office in writing or meet personally with the principal. A release of records form must be signed for a transfer of student records to another school. All tuition and fees must be paid before records are released.

REGISTRATION

The following forms available in the office and on the Academy website (www.saintadalbert.org) must be completed for registration and submitted with the \$100.00 registration fee:

Kindergarten students:

- | | |
|------------------------------------|-----------------------------------|
| 1. Registration Form | 6. Permanent Record Form |
| 2. Acceptable Use Policy | 7. School Entrance Medical Record |
| 3. Consent for Photography | 8. Student Health History |
| 4. Emergency Medical Authorization | 9. Legal Custody |
| 5. Family Directory | |

New Day School students

- | | |
|------------------------------------|---------------------------|
| 1. Registration Form | 5. Family Directory |
| 2. Acceptable Use Policy | 6. Permanent Record Form |
| 3. Consent for Photography | 7. Student Health History |
| 4. Emergency Medical Authorization | 8. Legal Custody |

Returning Day School students:

- | | |
|---|---------------------------|
| 1. Re-enrolling Registration Form (Academy) | 5. Family Directory |
| 2. Acceptable Use Policy | 6. Student Health History |
| 3. Consent for Photography | 7. Legal Custody |
| 4. Emergency Medical Authorization | |

Copies of the following documents must also be submitted upon initial enrollment:

- | | |
|--------------------------|---|
| 1. Birth certificate | 3. Documents related to legal custody (when applicable) |
| 2. Baptismal certificate | |

TUITION PAYMENT POLICY

The Tuition Committee in conjunction with the parish pastor and the principal collaborate in developing on-going tuition policies to meet the financial needs of the Academy. The committee's basic responsibilities are to set tuition, to monitor payments, and to address particular financial needs of families. Questions or concerns regarding the tuition policy must be addressed with the committee. The following TUITION PLANS are available for the 2011-2012 school year:

Discounts for ALL Rate Plans

Payment in full before September 1, 2011 receives a 5% discount on tuition.

Rate 1 - For registered parishioners who support the Parish:

- 1st child: \$2200
- 2nd child: \$2000
- 3rd child: \$1900
- 4th child: Free

Non-Refundable Registration Fee (per child):

- Before March 1, 2011: \$75
- After March 1, 2011: \$100

Rate 2 - For non-parishioners:

\$3,200 per child

Report cards and progress reports will be held if tuition is overdue. If a tuition balance is outstanding at the time of a student's graduation (from kindergarten or eighth grade), he or she will not be permitted to participate in the graduation ceremony.

Financial Difficulty

If a family is having financial difficulty – at any time – they should contact the Pastor, Principal, or the Tuition Committee as soon as possible. The Private School Aid Service (PSAS) Forms must be completed and submitted before any adjustment can be made.

Tuition Management Systems

Tuition payment is managed for the Academy by Tuition Management Systems, Inc. (1-800-722-4867 or www.afford.com). Tuition Management Systems allows for direct electronic transfer of tuition payments from your bank account. All families, regardless of tuition plans or arrangements with the Academy, must participate in this program. Please make payments directly to Tuition Management Systems – no payments will be accepted in the office.

ATTENDANCE AND DISMISSAL POLICIES

Students may arrive at 7:30 a.m. when supervision is provided. School begins promptly at 8:00 a.m. Dismissal begins at 2:10 p.m. for bus riders and 2:20 p.m. for walkers and car riders. A child is tardy if he or she is not present in the classroom at 8:00 a.m. and will be issued a tardy slip. A child will be issued an excused tardy slip if: 1) a doctor or dentist note is submitted verifying an appointment or 2) the school bus is late. Any other reason for tardiness is unexcused. The receipt of five unexcused tardy slips results in a detention. A child is truant if he or she leaves the Academy premises without permission, is absent without parent permission or does not attend classes while in school. Parents will be notified and disciplinary action will be taken.

Reporting Absences

The Academy insists on regular attendance and punctuality. **A parent or guardian must call the office every morning that their child will be absent from school unless a doctor has given a return date, which can be reported the first time the child is called in absent.** If a student is not called in absent, the office will call the parent or guardian to verify the student is not truant. A note signed by a parent or guardian, for documentation purposes, must be sent to the office upon the student's return to school even if a telephone call was made to the office. Excessive absences, excused or not excused, will be addressed by the Academy administration. If necessary, the principal will contact the attendance department of the local public schools concerning excessive absences or truancy according to the laws of the state.

Dismissal Due to Illness

If a child needs to be sent home in case of illness or accident, the parents or guardian will be notified and must come to the Academy to pick up the child. If a parent or guardian cannot come, he or she may designate an authorized person to pick up the child in the office or clinic. The parent or guardian must "sign out" the child in the office or in the clinic at the time he or she leaves the building.

Request for Changes in School Routine

It is expected that students will follow regular school routines, particularly dismissal, unless a parent notifies the office of a change. Students will not be permitted to leave the building using alternative transportation (a friend, biking, walking, etc.) unless the office has been notified by a note or telephone call. To expedite the process, a Dismissal Procedure form is available from the office or the Academy website (www.saintadalbert.org).

School Closing Procedures

In case of inclement weather, local radio and television stations will broadcast school closings. When the Berea City School District is closed for inclement weather, the Academy will be closed. If other school districts that normally transport children to the Academy are closed, they will not transport students to Berea even if the Berea City School District is in session. If this is the case, students in other school districts will be excused from classes at the Academy and may make up the missed work. Parents may also check the front page of the Academy website (www.saintadalbert.org) for school closing information.

Attendance Policy

As a result of Senate Bill 181, the Berea City School District has adopted a policy for issues regarding attendance concerns. Since the Academy is in the Berea City School District, we will follow their policy. The guidelines and terminology are:

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Penalties can range from detention or a referral to court and/or revocation of the student's driver's license.

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) days or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance to improve, a complaint will be filed with the Judge of the Juvenile court in compliance with State law and Board Policy 5200.

Legitimate Excuse- enrollment in another school; a bodily or mental condition which does not permit attendance, as verified by a licensed physician or psychologist; participation in an approved program of home instruction for a demonstrated need for the child to remain home for a limited period of time to perform essential work for his/her parents; possession of an Age of School Certificate.

Absences can only be excused for the following reasons in addition to the above:

- **Personal illness (Physician’s note will be requested after 12 days of absence.)** Please call either an administrator or a guidance counselor to discuss circumstances requiring excessive absence.
- **Serious illness** requiring hospitalization or **death in the immediate family.**
- **Quarantine** at home.
- **Death of a relative.**
- **Authorized religious holidays.**
- **Emergency** set of circumstances which, in the judgment of an administrator, constitutes a good and sufficient cause for absence.

Unexcused Absences: The following are not excusable absences in accordance with state attendance laws:

- **Truancy**
- **Missing the school bus**
- **Non-school related trips**
- **Hunting, fishing, attendance at sporting events**
- **Shopping**
- **Birthday or other celebrations**
- **Employment**
- **Babysitting**
- **Oversleeping**

Time parameters for absences:

- One-half day absent if student arrives after 10:35AM
- One-half day absent if student leaves before 12:54PM
- One full day absent if student leaves before 10:35AM
- One-half day present if student arrives before 12:54PM

After excessive absences (**12 days**), the following guidelines will be followed:

1. **Letter to parent** informing the parent of the number of absences and a request for medical documentation for future absences.
2. After 12 days of absence, if there are further absences that are considered unexcused, consideration will be made for a **possible filing in court** for truancy or county officials will be notified of **possible educational neglect**.

We are asking parents and/or guardians whose child(ren) are absent 12 days or more to please communicate with an administrator regarding the circumstances. Court filings and notification to Children’s Services are considered carefully before being implemented. We know that good attendance promotes success in school. Please work with us to ensure that your child is here to learn.

Family Vacations. Students who are absent because of a family vacation or extended trip with their parents will be excused. If the attendance office and teachers are notified at least one week in advance of such a trip, every effort will be made to prepare a list of assignments for the student to complete while absent. These assignments are due on the day of return to school. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure.

PARENT COMMUNICATION

The Academy recognizes that parents are partners in education. For this reason, communication between families and the faculty and administration is very important. Any parent interested in speaking to the principal in person should call the office to schedule an appointment.

Prior to the beginning of the school year, information packets including supply lists and application for the tuition management program are mailed to parents. Supply lists are also available on the Academy website (www.saintadalbert.org). The Academy also hosts an open house to meet the pastor, principal, teachers and parent representatives for the Parent-Teacher Unit (PTU) and Boosters. Parents may visit the classrooms where the teachers discuss classroom expectations. The annual school calendar is available at the open house.

Edline

Parents will have access, on a daily basis, to your child’s grades through a program available on-line. In addition, two opportunities for parent conferences are scheduled throughout the year. Parents will need to activate their own Edline accounts with an e-mail address in order to receive important information from the principal. Please do not sign in under your child’s account. Student accounts do not receive school updates. Account numbers will be distributed at the beginning of the school year.

Family Mail

A Family Mail envelope is sent home on Thursday of the week. Parents may also sign up to have Family Mail information emailed to them if feasible. Family Mail includes, but is not limited to, Mrs. Jacobs’ monthly newsletter, the monthly

Academy calendar, fundraiser information, monthly lunch menu, and periodic notices from the office. To avoid unnecessary duplication of information for families with more than one child, only the youngest child will receive a Family Mail envelope. **It is expected that parents will receive and review this information and return any items that require their attention on the following school day.**

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled after the first quarter in November and an optional one after the second quarter. All parents attend the November conference as communication between parents and teachers is vital to a child's success in school. Conferences at other times may be scheduled as needed with the teacher.

Contacting Teachers

Questions and concerns may be addressed by writing a note, calling the office to contact the teacher or emailing the teacher at the email address listed in the Faculty and Staff Directory on the Academy website (www.saintadalbert.org). Teachers are not usually available before class; however, they are usually available after school. Any parent visiting the Academy must report to the office and sign the visitor's register. All visits to classrooms must be pre-arranged with the teacher. Any information, such as flyers, distributed to students must be approved by the principal. All messages and deliveries go through the office.

Family/Custodial Situations

Normally, one copy of all communications is sent home with the student. It is expected that this information will be shared by the parents and *between* the parents. In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial *parent*. However, the non-custodial parent does have the right to request copies of all material and information unless specifically denied this right in the divorce decree. The non-custodial parent must supply the office with a current address and postage paid envelopes.

One parent-teacher conference will be scheduled per child. It is hoped that any personal conflict can be set aside for the sake of the child for the conference. One conference also assures that both parents hear the same message from the teacher.

RELIGIOUS EDUCATION PROGRAM

The Religious Education Program at St. Adalbert Parish has as its primary goal the formation of students as people of faith. The program disseminates religious doctrine in a progressive succession using a variety of methods. Students use the *Faith First Legacy Edition* series published by Resources for Christian Living®. This religious education program helps students understand both what Catholics believe and how to live out those beliefs. *Faith First* has a wonderful website with resources for parents and students. The web address is <http://faithfirst.com>. Students also attend and participate in liturgical and paraliturgical worship services, and partake in a variety of service activities.

The Pastor of the parish takes an active role in the religious education of the students. Students attend and participate in regular weekly liturgies in church, usually on Friday mornings. The Pastor also provides opportunities for students to receive the sacrament of Reconciliation in September and during Advent and Lent.

The program seeks to reach the student as an individual person and attempts to provide a unique experience of faith community. In so doing, it seeks to involve the parents as partners in the child's religious education. Parent programs are organized prior to the children's reception of the sacraments of Reconciliation, Eucharist and Confirmation. It is important for parents, as the primary educators of their children, to affirm and to practice the teachings of the Catholic faith, thereby modeling Christian living for their children.

Eucharistic Devotions

The entire student body of the Academy participates in the annual St. Adalbert Parish Eucharistic Devotions.

Marian Devotions

During October and May students participate in a Living Rosary Devotion. Special honor is given to Our Lady through the Crowning of Mary in an evening in May. All students are expected to participate in this traditional and beloved devotion. All family members are invited and encouraged to attend.

Lenten Devotions

Students are given the opportunity to reflect of the Stations of the Cross each Friday in Lent. Holy Thursday is set aside as a retreat day in preparation for the Triduum.

Church Etiquette

We go to church to become transformed into the body and blood of Christ.

1. Proper attire is expected at all Masses. See “Guidelines for Church for Church Days” in the Dress Code section.
2. Enter and exit quietly so as not to disturb those who wish to pray in silence. Visiting and other talking should be saved until students return to their classrooms.
3. Genuflect towards the tabernacle before entering a pew and exiting. This shows that you not only acknowledge Christ’s presence, but show respect, and humility towards his holiness as the Son of God.
4. Use care to be quiet when lowering kneelers so it is not distracting to what is taking place on and around the altar.
5. When offering a sign of peace, limit your good wishes to those in front, behind and to either side much like the shape of a cross. If necessary, to acknowledge someone from a distance, a nod is acceptable.
6. Sing out your joy to the Lord and then return hymnals quietly to their proper place.
7. It is courteous to respond and join the congregation when a response or prayer is being said.
8. It is right and proper to bring an attitude that is humble, modest and respectful. Use patience for the old and the young as they travel in and out of pews.
9. Fold hands in the form of a cross when returning from receiving the Eucharist.
10. Do your best to maintain a prayerful atmosphere.
11. After Church, we become Eucharist to others because Jesus is with us. We leave Church to spread the Good News.
12. The deeper you love Jesus, the brighter your joy.

ACADEMIC PROGRAM

The areas of learning at the Academy are those mandated by the State of Ohio to meet the state standards in language arts, mathematics, social studies, science, computer, keyboarding, health, citizenship, physical education, music and art. A foreign language (Spanish) class will be included in the curriculum for students in kindergarten through 8.

The Diocesan Education Office publishes a Graded Course of Study, curriculum guidelines, in accordance with the state standards. The Academy adheres to the guidelines and the recommended textbook list published by the diocese. Updated textbooks, supplementary, and reference materials are available on all grade levels to facilitate quality instruction and to meet individual needs in all areas of the curriculum.

At the initiation of an assignment or project, the teacher communicates the expected objectives of the lesson. On occasion, the teacher will introduce rubrics to clarify these objectives and/or will provide the student with a model of exemplary work. High standards of performance are expected. Student assessment is consistently aligned with and supportive of classroom instruction to promote academic progress.

AUXILIARY SERVICES UNIT

State and federal funding provide the following services: learning disabilities program, remedial reading and math classes, speech therapy, psychological and health services (including a nurse) and a clerk. Students must qualify to participate in the learning disabilities program based on state guidelines. For more information, call 440-234-8232.

HOMEWORK POLICY

Homework is considered part of the education process. Homework helps the student develop and reinforce study habits integral to the intellectual discipline required to succeed in learning. Homework is designed to reinforce the lessons developed during class and provide opportunities for enrichment and skill development.

Teachers determine homework requirements. Homework is usually given Monday through Thursday. Weekend assignments are given at the discretion of the teacher. The amount of homework students are assigned varies depending on what the students are studying in class. Suggested homework for each evening is as follows:

Kindergarten	15 minutes
Grades 1 and 2.....	30 minutes
Grade 3.....	30 - 45 minutes
Grades 4 and 5.....	60 minutes
Grades 6, 7 and 8.....	90 minutes

A child benefits most from homework if parents check regularly on what has been assigned, as well as on the neatness and accuracy of written assignments. This kind of involvement keeps parents well informed about what is happening in school. Parents may ask their child’s teacher more specific questions regarding any assignment.

If a child does not complete a homework assignment, he or she receives a homework notice informing parents of the missing assignment. The student must return the completed assignment and the signed homework notice the next school day. If the assignment and/or the homework notice is not returned, the student (grades 3 to 8) receives a detention.

If a child does not complete assignment(s) due to illness, he or she will be given the corresponding number of days to complete the assignments. (i.e.: One day's absence allows one day for make-up work; two days' absence allows two days for make-up work, etc.)

An atmosphere conducive to study is necessary for the student's concentration and performance. A designated time and place for study is recommended. Wherever your child chooses to do homework, it's important to make sure the workspace is:

- comfortable and has adequate lighting
- stocked with supplies (pencils, paper, calculator, dictionary, thesaurus, etc.)
- quiet and free from distractions (TV, video games, phone calls, or chatting with others)

Text books and workbooks are issued to each student for use during the school year. Hard bound text books must be kept covered with paper book covers. Workbooks must be covered with clear contact paper. Books must be identified by subject and the student's name. Lost or damaged books must be paid for by the student.

Homework Lab

The Academy offers a homework lab after school from 2:30 to 3:30. The lab is supervised by a teacher who will provide assistance to students as needed. To utilize this program, parents must complete an Extended Day Care Registration Agreement, including the one-time registration fee. Extended Day Care hourly charges also apply.

ASSESSMENT POLICY

Student assessment is consistently aligned with and supportive of classroom instruction to promote academic progress. Teachers utilize a variety of ways to assess students and recognize individual learning styles. These various assessment measures include:

- Traditional testing: multiple choice, true/false, matching, & short answer
- Essay and research papers
- Projects and exhibits
- Dramatic productions
- Checklists
- Portfolios: language arts, math, art, social studies, etc.
- Peer review and evaluation
- Anecdotal records (oral reading, classroom participation, cooperation in groups, etc.)
- Journals
- Standardized testing in the form of Cognitive Abilities Test and Iowa Tests of Basic Skills

Academic Standards

The Academy has a mandatory grading policy. Students earn grades in areas of the curriculum indicating the extent to which the course objectives are mastered. Grades are determined by the assessment of activities designed to help a student achieve the course objectives. When determining grades, teachers consider the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> • performance on classroom and homework assignments • performance on quizzes and tests • project development and presentation | <ul style="list-style-type: none"> • portfolios in particular subject areas • effort exerted • daily class participation |
|---|---|

Grading Scales

The letter grades and their explanations are as follows:

Superior	Above Average	Average	Below Average	Failing
A+ 100 - 98%	B+ 92 - 90%	C+ 84 - 82%	D+ 76 - 75%	F 69 - 0%
A 97 - 95%	B 89 - 87 %	C 81 - 79%	D 74 - 72%	
A- 94 - 93%	B- 86 - 85%	C- 78 - 77%	D- 71 - 70%	

Other indicators of achievement/behavior used in some subject areas and at the lower grade levels are:

O (100 - 93%)	S (86 - 79%)	N (76 - 70%)	
S+ (92 - 87%)	S- (78 - 77%)	U (69% - 0%)	

General Modifications

If a student does not perform well on an assignment or test, the teacher may give the student an opportunity to re-submit the assignment or take another version of the test for full or partial credit. Only one re-submission or re-take will be allowed.

Honor Roll

First and second academic honors are given in Grades 5-8. The following is the criteria necessary to place a student on first or second honor roll.

First Honors: GPA = 3.8 - 4.0

Second Honors: GPA = 3.5 -3.7

Art, P.E., Music, Spanish and Computer grades will be used to calculate GPA. Students cannot have any C's. All effort and conduct evaluations must be a 1 or 2 on the report cards.

Honors Assembly

At the end of the school year, students are recognized at the annual awards assembly for their outstanding achievements in various academic areas by the administration and faculty. Teachers present all children with an award recognizing their special talents. Parents are invited and encouraged to attend.

Report Cards and Interim Progress Reports

Report cards are issued every nine weeks during the school year. The report card should be studied carefully by parents and returned within (3) days with their signatures to the teacher. With the use of Edline, interim progress reports will not be issued. Teachers will contact parents if they have concerns regarding a student's academic performance. Parents should contact their student's teacher with concerns about assignments or grades.

Students with Individual Education Plans or Service Plans

Students on individualized education plans or service plans have special education needs which may include modified curriculum in specific subject areas. If parents agree to a modified curriculum, they sign a contract indicating parent, teacher and student responsibilities. The contract lists the subject area(s) where the curriculum will be modified. Use of a modified curriculum will be noted on the report card and permanent record card.

Student Enrichment

The Academy is pleased to provide Quest: Accelerated Learning to students who qualify due to superior cognitive ability and/or creative thinking. The Academy recognizes that each child is unique and wants to be challenged. The purpose of the Quest program is to challenge those students who excel academically to use their talents to further their education. Quest uses an eclectic methodology as a teaching approach through which students are challenged in deductive and inductive reasoning.

Invitation to the program is based on standardized test scores and/or evaluation by the Quest teacher, the classroom teacher, and the principal. Evaluations may be requested by classroom teachers or parents. For more information about Quest, please contact the office.

Promotion and Retention

A student will be promoted to the next grade level upon the completion of the requirements outlined in the diocesan Graded Course of Study with the recommendation of the teacher.

If a student is underachieving (with a D or F) in any major subject, the teacher and the parent should keep in regular contact with each other. The parents should make every effort to arrange for tutoring for the student with his or her teacher or with an independent agency. By the end of the first semester, parents should be aware that continuing problems may indicate the possibilities of either after-school tutoring, summer school or retention. Failure of at least two (2) courses of study or excessive absences (more than 10% of the required attendance days of the current school year per section 3313.609 of the Ohio Revised Code) may also warrant a recommendation for retention.

The decision as to what course of action is to be taken will be determined by the classroom teacher and the principal in collaboration with the parents.

Academic Records

The Academy retains copies of the following items for each student in a permanent record file:

- Report cards & Interim progress reports
- Cumulative academic record of the student's grades throughout his or her school career
- Standardized test scores
- Other pertinent information regarding academic progress (i.e. individualized education plans or service plans)

CO-CURRICULAR ACTIVITIES

In addition to a quality academic program, the following enrichment opportunities are offered:

- Special classes: art, classroom music, computer, library, physical education and Spanish
- Use of the Media Center with computers, laser printer, scanner, digital camera and Internet access

- Annual science fair
- Annual fine arts exhibit
- All-school Christmas and Spring musicals
- Children’s Choir
- Band concerts
- CYO sports (4th - 8th grade) and intramural sports (K - 3rd grade)
- Student Council
- Girl and Boy Scout programs

The following enrichment opportunities may be offered depending on student and faculty interest:

- | | |
|---|-------------------------|
| • St. Edward’s Classroom of Champions | • Creative Writing Club |
| • St. Edward’s and Magnificat’s Spelling Bees | • School Newspaper |
| • Book Club | • Ski Club |
| • Computer Club | |

Instrumental Band Program

Students are offered the opportunity to take semi-private lessons on band instruments. They are released from classes for instruction and band practice. At least one performance is scheduled each year and all band students are required to attend. Students taking band are responsible for all assignments missed during lesson and rehearsal times.

FIELD TRIPS

All students participate in field trips planned to supplement the academic program in the Diocesan Graded Course of Study. All students must ride the bus to and from the destination unless extenuating circumstances exist. Chaperone requirements will be communicated to parents by the classroom teacher. No student will be allowed on a field trip without a signed permission slip. A permission slip will be sent home and a printable version will be made available in the Academy website (www.saintadalbert.org).

LUNCH AND RECESS

Students enjoy their lunch outside of their classrooms in the Fr. Keller Center. Teachers escort students to the cafeteria where the cafeteria and recess supervisors monitor the students. Lunch and recess for students in kindergarten through 3rd grade is 11:15 a.m. to 11:55a.m. and from 11:30 a.m. to 12:10 p.m. for students in 4th through 8th grades.

Students may either buy a hot lunch in the cafeteria or bring a lunch from home. Students are not permitted to bring soft drinks (pop) or any beverage in a glass container. Fast food lunches may not be delivered to individual students. The only acceptable fast food item students may pack in their lunch is a salad.

Wellness Policy

The Academy of St. Adalbert is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

Commitment to Nutrition

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.

Commitment to Comprehensive Health Education

- Provide 1/2 Carnegie unit of comprehensive health education for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

Commitment to Physical Activity

- Provide physical education opportunities for all students in grades K-8.
- Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.

Commitment to Healthy School Environment

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.
- Make efforts to schedule recess for elementary grades before lunch so that children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

Commitment to Implementation

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.

Hot Lunch Program

Hot lunch pricing, milk card pricing and applications for the Free and Reduced Lunch Program are sent home the first week of school. Lunch and milk cards are available for purchase in the office. Cards DO NOT have to be used on consecutive days. Lunch and milk cards, once purchased, are managed by the classroom teacher. No money is collected in the cafeteria.

Payment for lunch or milk cards should be sent in with your child in an envelope marked with the following:

- Student Name(s) & Grade(s)
- Amount Enclosed
- Items Being Purchased (number of lunch &/or milk cards)

Please Note: If students forget to bring a lunch or they forget to bring money for a new lunch card, they are allowed to "charge" a lunch. Students may only charge 1 lunch. Charged lunches need to be paid for as soon as possible. Once charged lunches have been paid, the student will be allowed to charge again if need be. Students with out-standing charges will be served a peanut butter & jelly bar and milk.

Cafeteria Rules

- All students must use the restroom **before** lunch.
- Line up for hot lunch and/or milk in an orderly fashion.
- Students sit by classroom at designated tables.

- Students are expected to enjoy appropriate meal-time conversation in a refined atmosphere.
- Students must use good manners including appropriate use of flatware and napkins.
- Remain seated with your feet under the table until the cafeteria staff dismisses you.
- Follow the directions of all cafeteria staff.
- Raise your hand if you need help.
- Do not throw or play with food.
- Any toys/stuffed animals must be stored in the classroom recess box during lunch.
- Pick up any trash in your area before you leave the table.
- Lunch buyers must take their trays to the clean-up table and packers must dispose of their trash before leaving the cafeteria.
- All leftover beverages must be placed on the clean-up table for disposal by cafeteria staff.
- Line up in an orderly fashion for recess after disposing of lunch waste and wait to be dismissed for recess.

Birthday Treats and Class Parties

Birthday treats for students may be shared with their classmates during lunch. Parents must make arrangements with the classroom teacher who will notify the cafeteria staff. Parents may also want to consider donating a book in their child's name to the Academy library through the Birthday Book Club.

Class parties for Halloween, Christmas and Valentine's Day must take place in the Fr. Keller Center, activity room, or the music/art room. Homeroom parents must make arrangements with teachers for any social events planned for students. Parties must include planned activities for the students and treats.

Protocol for Nut Allergies and Edible Treats – First and Second Grade ONLY

We have several children with LIFE-THREATENING allergies to PEANUTS AND OTHER NUTS (THIS INCLUDES PRODUCTS THAT CONTAIN PEANUT OIL). Do not send in any products containing peanuts, peanut oil, or peanut butter or other products that may contain nut ingredients. Cross-contamination insures an increased risk of exposure and poses a serious threat to these children.

- **ALL ITEMS MUST BE PURCHASED WITH NUTRITION LABELS ATTACHED**
- **NO HOMEMADE ITEMS**
- **PLEASE ENCOURAGE USE OF NON-EDIBLE TREATS**

Holiday parties and teacher incentives will be handled at the teacher's discretion in accordance with the policy.

Food Allergy Guidelines

Parent Responsibilities

- Provide the school with up-to-date information regarding child's allergy as soon as possible.
- Participate in developing an Allergy Action Plan with child's doctor to be sent to the school nurse/health aide.
- Provide appropriate medical documentation and medication to the school nurse/health aide including the Allergy Action Plan and a current photo for proper identification.
- Communicate concerns to the school as those concerns arise.

Student Responsibilities

- Take as much responsibility as possible for avoiding allergens.
- Avoid trading or sharing foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the school nurse/health aide or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

Administrator Responsibilities

- Include in the school's Emergency Response Plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- Provide training, education, and practice for faculty and staff in:
 1. the signs of anaphylaxis.
 2. the correct use of an epinephrine auto-injector (EpiPen).

3. activation of Emergency Medical Response (911).
 4. policy and procedure review at the beginning of each school year.
- Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
 - Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Subsequent reactions will also be reported to parents.
 - Make sure a written contingency and backup plan is in place in case of a substitute teacher or substitute nurse/health aide.
 - Ensure that a student is placed in a classroom where the teacher is trained to administer an EpiPen, if needed.
 - Communicate school policy to organizations using the school facility.
 - Place visual reminders of life-threatening allergies throughout the school building.
 - Provide an allergy "safe" table within the cafeteria.

Nurse/Health Aide Responsibilities

- Provide appropriate forms for parents and physicians once parental notification of life threatening allergies has been received.
- Compile a Medical Concerns List and disseminate to administration and staff.
- Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.
- Follow and carry out Allergy Action Plan.
- Educate appropriate staff, paraprofessionals and volunteers on student's Allergy Action Plan.
- Have available all Allergy Action Plans in the clinic.
- Make modifications, as needed, in Allergy Action Plans of specific students.

Teacher Responsibilities

- Receive, read and carry out the Allergy Action Plan for students under teachers' care.
- Receive training and education in:
 1. the signs of anaphylaxis.
 2. the correct use of the epinephrine auto-injector (EpiPen).
 3. activation of Emergency Medical Response (911).
 4. policy and procedure review at the beginning of each school year.
- Do not question or hesitate to act if student reports signs of allergic reaction.
- Leave information, including a copy of the Allergy Action Plan, about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher.
- Inform classroom students about safe eating procedures within the classroom.
- Follow written field trip policy concerning life-threatening allergies.

Other

Cafeteria Responsibilities:

1. communicate monthly menu.
2. provide ingredient listing and number for information on ingredients.

Extended Day Responsibilities:

1. be consistent with the school policies and procedures regarding life threatening allergies.
2. be provided with a list of students with life-threatening allergies.

Playground Volunteer Responsibilities:

1. receive training in the signs of anaphylaxis, the correct use of the EpiPen, and policy and procedures, and activation of Emergency Medical Response (911).
2. recognize students with life-threatening allergies through the use of pictures.
3. alert the school nurse/health aide when students show signs of allergic reaction.
4. act immediately if student reactions are life threatening.

Snack/Birthday Treats

- Staff will follow the snack policy as written in the school handbook (fruits, vegetables, cheese or yogurt are acceptable morning snacks).
- If student chooses to bring a birthday treat, the treat must be non-edible.
- Treats given to classes from groups and organizations will be agreed upon collaboratively between the group and the administration. Groups will be informed of students with allergies and their room numbers.
- Parents will receive notification of food being provided in order to send in special snacks if needed.

Recess

Recess is a privilege for students. A variety of equipment (balls, basketball hoops, jump ropes, sidewalk chalk, etc.) is available on the playground. For inside recess, there are games, puzzles, cards, etc. available in the classrooms. Students

must be aware of and use the playground rules listed below and follow the directives of the recess supervisors in order to keep the recess privilege.

Safety Guidelines for Outdoor Recess

1. Play on designated black top areas only. Stay away from school windows and doors.
2. Use playground equipment appropriately. Carry balls in classroom box to and from the playground. With permission, go around fences to retrieve balls from neighbors' yards.
3. Games encouraged are basketball, kickball, four square, jump rope, hop scotch, hacki sack and singing/clapping.
4. Games not allowed are dodge ball, "kick & catch," "keep away," "kill the carrier," and any game that entails body slamming.
5. Inappropriate conduct includes:
 - Spitting, pushing, shoving, arguing, etc.
 - Throwing pinecones, buckeyes, rocks, etc.
 - Jumping in puddles
 - Kicking or throwing snow or playing on snow piles
 - Climbing over fences, gates, etc.

Safety Guidelines for Indoor Recess

1. Play a game or work on a puzzle in appropriate area of classroom.
2. Draw, color, talk at a desk or table.
3. Remain in own classroom.
4. No trips to the restroom without permission.

EXTENDED DAY PROGRAM

The extended day program is available to Academy students in grades pre-kindergarten through 8th grade. Certified teachers are included among staff members. Hours of service are from 7:00 a.m. to 7:30 a.m. and 2:30 p.m. to 6:00 p.m. Parents must complete the registration forms on or prior to the first day their child attends the program. The registration fee and cost are set at the beginning of each year. Registration forms are available in the office and on the Academy website (www.saintadalbert.org).

HEALTH SERVICES

The health services program aims to protect and maintain the children's good health. A registered nurse or a nurse's aide is on duty on a part-time basis each school day. Routine examinations are conducted to determine vision, hearing or spinal problems. Parents are notified of the screening results when follow-up care is needed.

The nurse or nurse's aide (or office personnel, if necessary) will provide immediate care for those who become ill or injured during school hours. This care is not intended to be a substitute for medical care by a physician. The nurse is a liaison between educational personnel and the child's physician. It is essential that the parents keep the nurse informed about the child's medical condition. An **Emergency Medical Authorization** form and a **Student Health History** form must be completed and signed by the parent for the child and filed in the office each school year. Health records are kept confidential and locked in the clinic.

Immunization Requirements

A child attending school must be immunized, and the school must have a copy of the immunization record on file. The following is a list of the minimum requirements, which are mandatory under Ohio state law:

Chicken Pox

Kindergarten — A minimum of **one** dose is required no earlier than four days prior to the first birthday or approximate month and year of chicken pox disease.

Diphtheria/Tetanus/Pertussis (DTP/DTaP/DT/Td)

Kindergarten — A minimum of **four** doses is required. If the fourth dose was administered before the fourth birthday, a fifth dose is required.

Grades 1-12 — **Four** doses of DTaP, DTP, or DT or any combination are required. If the child is seven years old or older and the third dose in the series was Td (adult), a fourth dose is not needed.

Poliomyelitis (OPV/IPV)

Kindergarten — A minimum of **three** doses is required. If the third dose was administered before the fourth birthday, a fourth dose is required.

Grades 1-12 — **Three** doses of OPV or IPV or any combination are required.

Measles, Mumps, Rubella (MMR)

Grades K-12 — **Two** doses of MMR vaccine are required. The first dose must have been received no earlier than four days prior to the first birthday and the second dose no earlier than 24 days after the first.

Hepatitis B

Grades K-7 — A minimum of **three** doses is required. The second dose must be given no sooner than 24 days after the first. The third dose must be given no sooner than 52 days after the second, no sooner than 108 days after the first and no sooner than 164 days of age (four days prior to 24 weeks of age).

Medication Policy

To protect your child's safety, the school nurse and/or health aide will adhere to the following medication policy. It is required that **BOTH** the parent **AND** physician signatures are on file before any prescription **OR** non-prescription medication is administered. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your physician, the medication will not be given.** Permission forms can be obtained by contacting your school nurse or health aide.

In order for your child to receive any medication at school, please conform with the following:

- A written request must be obtained from the physician and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration. Forms are available in the office and on the Academy website (www.saintadalbert.org).
- The medication must be in its original container and have a fixed label which indicates the student's name, name of medication, dosage, method of administration, time of administration and time interval of dosages.
- When the empty prescription bottle is returned to you, please bring the refill to school promptly.
- The medication and signed permission form must be brought to the school by the parent or guardian.
- Please include a photo of your child with the permission form.
- New Request forms must be re-submitted each school year, and are **necessary for any changes in medication orders.**
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up by parents from the health aide or office within 10 days, it will be properly disposed of.
- A signed *Physician and Parent Request for the Administration of Medication by School Personnel* is required in order to dispense medication.

HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASE

If a child becomes ill while in school, the parents will be notified. A child who exhibits the following signs of illness will be isolated from the other children (in the clinic or the office) and must be picked up by the parents:

- a temperature of 100 degrees Fahrenheit (taken by auxiliary methods)
- skin rash
- diarrhea and/or vomiting two or more times in the same day
- evidence of lice infection

Parents should keep a child home from school following these health guidelines:

- If a child has a runny or stuffy nose with flu-like symptoms.
- Twenty-four (24) hours after a fever breaks or vomiting ceases.
- If a child is sick during the night or before school.
- If strep throat is suspected, the child must have a strep test taken to be sure that strep is not present. The child may come to school when the strep test reads negative.
- Children having diarrhea.

The following is a list of the most common communicable diseases and their symptoms:

- **Chicken Pox:** Feverishness . . . rash appears in the form of small pimples which, in a day fill up with a clear fluid. Incubation period between 14-21 days
- **Measles (Rubeola):** Head cold, feverish, watery eyes, sneezing. Blotchy red rash appears on forehead, face and body. Incubation period between 7 -14 days
- **German Measles (Rubella or Three Day Measles):** Mild measles . . . blotchy,

- **Mumps:** Fever, swelling on side of face and jaws as glands become swollen and tender. Incubation period between 12-26 days. Isolation period until swelling of glands has disappeared.
- **Scarlet Fever and Streptococcal (sore throat):** Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between two and five days. Isolation for 48 hours after start of antibiotic treatment. May be readmitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included.
- **Impetigo:** Blister-like lesions which later develop into crusted pus-like sores which are irregular in outline. Incubation period two to five days, occasionally longer. Communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.
- **Conjunctivitis (pink eye):** Redness and swelling of the membranes of one or both eyes with burning and itching, sensitivity to light, and a discharge. Immediate medical treatment needed. Exclusion from school until fully recovered. Communicable during the course of the infection until discharge ceases.

SAFETY PROVISIONS

Safety concerns are of primary importance. It is the responsibility of the administration and faculty to safeguard students at all times. In order to accomplish this, the Academy has established the following policies and practices:

- All parents will provide and maintain accurate address and telephone information for office records.
- All parents, volunteers and visitors must report to the office upon entering the building and sign in. Teachers will not release children at the door of their classrooms.
- All students will abide by the classroom rules and the Academy discipline code (see below). Students are expected to follow directives of the faculty and staff at all times.
- Doors are unlocked in the morning while children enter the building; however, they are locked during the school day.
- Visitors need to buzz at the north door for admittance to the Academy.
- Teachers escort students to special classes: art, music, computer, physical education and library.
- Monthly fire drills are conducted. A tornado drill is conducted prior to tornado season.
- The Berea Fire Department and the Cuyahoga County Board of Health inspect the Academy annually.
- The principal, faculty and staff monitor student arrival and dismissal.
- Faculty, staff and parent volunteers monitor students during the lunch period and recess.
- Students participate in bus safety drills on an annual basis.
- The principal and faculty are committed to the Academy's philosophy to "teach the Gospel message, build a community of faith and love." The principal and faculty listen to the children, address their concerns and support families as they work together to resolve issues.
- The Academy psychologist is available to students and families upon request. Also, the names of other professionals are available from the principal.
- A crisis plan is on file in the office.

DISCIPLINE CODE

Standards of discipline are expected to insure that the learning environment is orderly and conducive to learning for all students. Standards of discipline demand respect for one another and Academy property, obedience toward the faculty members and appropriate social behavior. Each teacher posts his or her classroom rules with expectations and consequences in the classroom.

Any child or parent who is responsible for breaking or damaging Academy/parish property – whether accidental or intentional – is financially responsible for the repair or replacement of said property.

Students may not possess electronic equipment, such as laser pointers, pagers, cell phones, CD players, cassette players, radios or handheld video games at school, on the bus, at any school activity or extracurricular activity. Items will be confiscated and held in the office until a parent picks the item up.

Exception: The Academy of Adalbert discourages students bringing cell phones to school. However, if the student's family wishes that they have a cell phone, they **MUST** be brought to the school office before school begins, deposited in the appropriate receptacle, and are to be retrieved at the end of the school day. Cell phones may not be used for the following activities: picture taking, harassment or threatening of any person, text messaging, game playing, Internet and email access, gambling, or purchases of any kind. **Those who violate any rules regarding cell phones will be disciplined. The cell phone will be immediately confiscated by the teacher and/or the principal and the student will forfeit their privilege of bringing a cell phone to school.**

Student Behavior and Discipline

If a student is experiencing difficulty in adjusting to the Academy program, the Academy will attempt to aid the student by:

- Identifying the underlying problem
- Working directly with the parent(s)/guardian(s) in an effort to help the child;
- Using available Academy and community resources to resolve problems; and
- Instituting appropriate disciplinary actions.

Whatever action taken should reflect the severity of the problem and should be designed to improve the student's behavior. The action taken should not humiliate the student.

Program of Discipline

The following acts of misconduct by a student on Academy premises, or off premises at an Academy sponsored activity, shall constitute sufficient cause for disciplinary action. Disciplinary action includes, but is not limited to, written or verbal warning, demerit(s), detention(s), parent meeting, behavioral contract, suspension (either in or out of school), and/or expulsion.

Demerits may be given for the following reasons:

1. Student disrupting class or failing to follow classroom rules.
2. Student chewing gum in school or on the premises.
3. Student absent from classroom without permission.
4. Student in an unsupervised area.
5. Student behaving in a disruptive manner when entering, leaving the building, or during fire drills.
6. Student failure to comply with dress code, including physical education.
7. Student failure to return signed demerit, detention, academic deficiency, or any other home-school communication by the next day.
8. Note writing.
9. Throwing of any object.

Detention may be given for the following reasons:

1. Vandalism or graffiti on any school or personal property. (Restitution is expected.)
2. Aggressive physical contact.
3. Inappropriate language, spoken, written, or gestured.
4. Receiving 3 demerits.
5. Disrespectful behavior, including verbal abuse.
6. Cheating, lying, or stealing.
7. Possessing, writing, or disseminating vulgar materials.
8. Forged notes or signatures.
9. Use or possession of a cell phone during school hours.
10. Failure to serve a detention.
11. At teacher discretion with approval of the principal.

Detention is served on Wednesday afternoon from 2:30 p.m. to 3:30 p.m. Notification of the exact day will be communicated to the parents/guardians.

Parents will receive notification when a student has received three detentions. If a student accumulates three detentions or is suspended for any reason, he/she forgoes the privilege of all extracurricular activities, including class field trips, for the remainder of the school year.

IN-SCHOOL SUSPENSION - PROFESSIONAL EVALUATION - SUSPENSION FROM SCHOOL – PROBATION may be issued for the following reasons:

1. Inflicting serious bodily harm of any kind to any person to and from school, during the school day or at school related activities.
2. Extensive vandalism.
3. Possession of tobacco products and or matches or lighters on school premises.
4. Possession of alcohol, drugs, inhalants or any other addictive substances.
5. Possession of beepers, or other electronic devices, firearms, weapons or explosives (refer to youth gangs policy).
6. Leaving school premises or activities without permission.
7. Immoral behavior.
8. Skipping school – truancy (see Attendance Policy).
9. At discretion of the principal.

The principal, or principal designee, will notify the parents regarding the reason and duration of the suspension, and make arrangements for further professional evaluation. The principal, or principal designee, may decide to place the student on probation. The student is given the chance to improve. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove his or herself from behavioral or academic probation will be asked not to return the following semester.

EXPULSION of a student from school is a serious matter and will only be used when absolutely necessary. In some cases, the principal and or principal designee may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and or principal designee.

The following behaviors may be punishable by an extended suspension or possible expulsion and professional evaluation:

1. The use or sale of controlled substances.
2. The possession, use or sale of weapons (refer to youth gangs policy).
3. Unexcused absence relating to addictive substances.
4. Unlawful behavior (e.g. vandalism, stealing, harassing another student or staff member).

These rules and regulations stated in this handbook are subject to change and are not all inclusive. It is the right of the principal or principal designee, to make the final decisions regarding an issue/incident that may not be specifically stated in these pages.

Elastic Clause

Because it is impossible to foresee all problems that may arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit, vision, and philosophy of the Academy of St. Adalbert even though not specified under conduct and discipline.

DRESS CODE

Students in Kindergarten through 8th grade are required to wear Academy uniforms during school hours and while on fieldtrips. Any exceptions must be approved by the principal in advance. Students not complying with the dress code will not be admitted to classes or Academy-sponsored events.

All Students

- Students may wear **navy blue, black or khaki uniform shorts** during August, September, May and June with uniform blouses, dress shirts or polo shirts as required. **Shorts are NOT permitted on Mass days.**
- Students may **NOT** use **hair color** of any kind.
- Students are required to wear **school dress shoes** which must be conservative in color: black, brown or dark blue. No flashing lights are permitted on shoes. All shoes are to be kept neat and clean. Bulky sport shoes, construction-style boots, hiking boots, shoes with wheels, high heels, sling-backs, slides and sandals are not permitted.
- **Sweaters** must be proper fitting in solid white, red, navy blue, dark green or black. Only the Academy name or logo may appear on sweaters. Only the approved Academy of St Adalbert polar fleece or sweatshirts are permitted.
- Students are not permitted to have tattoos (including temporary) or body piercings other than pierced ears (maximum of 1 earring per ear) for girls only. **Makeup**, including lipstick, nail polish, false fingernails, perfume/scented lotion and eye makeup, is not permitted. Clear lip gloss/lip balm is permitted.

Boys

General

- Boys must wear **traditional haircuts**. Boys' hair may not be longer than collar length. Haircuts that are extreme or outlandishly different like the "bowl cut," the "skater cut," or similar styles/fads are not acceptable.
- Facial hair is not permitted.
- Boys must wear solid white, navy blue, or black **crew socks** that go above the ankle.
- **Jewelry** is limited to the wearing of a wristwatch or a single ring (no thumb rings). Boys are not permitted to wear earrings.
- **Shirts** must be tucked in at all times.

Kindergarten through 4th Grade

Pants: Gray, black, navy blue or khaki (tan) school pants that are dress or corduroy (no 5-pocket style). Denims, jeans, baggy pants, pants with oversized pockets, or pants that fit too tightly are not permitted.

Shirts: Solid red or white polo shirt (short or long sleeved) must be worn. Red or white Academy of St. Adalbert polo shirts may also be worn, but are not required. A solid red or white turtleneck shirt may be worn during cold weather.

Grades 5 through 8

Pants: Gray, black, navy blue or khaki (tan) school pants that are dress or corduroy (no 5-pocket style). Denims, jeans, baggy pants or pants with oversized pocket, or pants that fit too tightly, are not permitted. Belts for pants are required.

Shirts: Red or white polo shirt **OR** a solid white dress shirt with a solid red or burgundy tie must be worn. Red or white Academy of St. Adalbert polo shirts may also be worn, but are not required. Colored or printed T-shirts may not be worn under shirts.

Girls

General

- Girls may wear braids (no Indian beads), only if tied or clipped back away from face, simple hair barrettes and clips.
- Socks must reach mid-calf or higher and be solid white, red, dark green or navy blue. **Leotards or tights** in the same solid colors may be worn. No **panty hose** may be worn with the uniform.
- **Jewelry** is limited to a single neck chain, a wristwatch and a single ring (no thumb rings). Girls can wear up to 1 earring per ear as long as they are in the earlobe and no bigger than a nickel in size. No dangling or large earrings are permitted.
- **Shirts/blouses** must be tucked in at all times.

Kindergarten through 4th Grade

Schoolbelles-issued plaid Academy uniform jumper or pants and a solid white uniform style blouse or white polo shirt without lace. During the winter months, girls may wear white turtleneck shirts with their jumpers.

Grade 5

Fifth grade is a “transitional year”. Girls may wear either a uniform jumper or a uniform skirt.

Grades 6 through 8

Skirts: Schoolbelles-issued plaid uniform skirt. Skirts must be a modest length, no more than one inch above the knee.

Slacks: Gray, black, navy blue or khaki (tan) school slacks that are dress or corduroy (no 5-pocket style). Denims, jeans, baggy pants or oversized pockets are not permitted. **Slacks are NOT permitted on Mass days.**

Shirts: White **Academy of St. Adalbert** banded waist knit shirt **OR** a solid white blouse and red uniform vest.

The administration reserves the right to rule on all questions relating to the areas of dress and grooming not covered by this dress code until such time as this code may be amended or revised.

Physical Education (Gym) Uniforms

All students must wear a red Academy of St. Adalbert or Blackhawk logo T-shirt or sweatshirt with solid black shorts or sweatpants, socks and gym shoes. Plain red shirts or CYO shirts are not permitted. A student who is not in appropriate uniform will be denied participation in class activity and may be given an alternative written assignment.

Kindergarten & 1st Grade ONLY may wear gym uniforms during the entire school day instead of regular uniforms on their assigned gym days. Gym shorts may only be worn during the months of August, September, May and June. Black sweatpants are required for all other months. Students who choose to wear their regular uniforms on gym days will be required to change into gym uniforms for gym class.

Extracurricular Activities

For special activities (i.e., dances, picnics, etc.), notices will be sent home with specific dress requirements. Students not abiding by the directives will not be permitted to join in the special activity.

Guidelines for Dress Up Days (Picture day, special Masses, etc.)

If students choose not to dress up, they must wear the regular Academy uniform.

Girls

- Dresses, skirts or skorts with hem approximately 1 inch above knee.
- Modest blouse, shirts or sweaters.
- No spaghetti straps (unless shirt underneath or sweater to cover the entire day).
- Loose fitting dress slacks, skorts or dress shorts. (No denims, jeans or jean skirts)
- School shoes with pantyhose, tights or socks required. (No platform shoes, high heels or sandals.)

Boys

- Polo shirt or dress shirt or any shirt with collar.

- Any loose fitting dress slacks. Cargo pants permitted if pockets empty. (No denims or jeans.)
- School shoes with socks required.

Guidelines for Dress Down Days

If students choose not to dress down, they must wear the regular Academy uniform.

- T-shirts, sweaters or sweat shirts with designs appropriate to a Catholic school (No WWE, rock stars or offensive words/images).
- No tank tops or spaghetti straps (unless shirt underneath or sweater to cover the entire day).
- No low cut tops
- No short tops or low-cut pants/shorts exposing midriff.
- Loose fitting jeans, slacks, wind pants, cargo pants (if pockets empty) or shorts.
- No spandex or Lycra pants or shorts permitted.
- Shorts must not be shorter than finger tip when arms hang naturally at the side.
- Athletic shoes with socks.

Guidelines for Church Days

Students go to church for Mass on Fridays, Holy Days of Obligation and Prayer Services. On these occasions, ALL students must follow the regular dress code with the following exceptions:

- Shorts are NOT permitted on Church Days.
- Hoodie sweatshirts, except for Academy of St. Adalbert sweatshirts, are NOT permitted on Church Days.
- Girls in grades 5-8 MUST wear uniform skirts, blouses and red vests. Slacks are NOT permitted on Church Days.

PARENT-TEACHER UNIT (PTU)

The goal of the PTU shall be to promote a Christian atmosphere in the school community and to work with parents through mutual cooperation and planning with the pastor, principal, and faculty. This total interaction of all creates an enriched educational climate that will allow the students to become good citizens, not only now, but also in the future. All parents are automatically members and are invited to attend all meetings. Officers are nominated for a 2 year term in odd numbered years by a committee in the month of March and are elected by ballot no later than April 15th. The PTU publishes a handbook each year with officer contact information, calendar, committee descriptions and event details. The organization's purposes are:

- to project and strengthen the image of the true nature of Catholic schools and promote the "Good News" of Jesus Christ within our Academy and community
- to allow parents to participate more actively and effectively in their child's education and growth by providing the opportunity to be a room parent
- to help support our Academy and our children financially by means of various fundraisers in order to provide funds for field trips, classes receiving sacraments and the annual Academy picnic
- to operate on a non-partisan basis

BOOSTER CLUB

The Booster Club is the sole fundraising source for all extracurricular sports activities offered to the students of the Academy of and the St. Adalbert Parish School of Religion (PSR). Student athletes are given the opportunity to compete in various CYO (4th – 8th grade) and intramural (kindergarten – 3rd grade) sport programs offered throughout the year. Coaches are trained to promote the development of Christian values, physical skills, psychological skills, social skills, emotional growth and spiritual strength in each athlete.

PARENT VOLUNTEER DUTIES & GUIDELINES

The administration and faculty appreciate the presence of volunteers who create a warm, positive and enriched environment for the children. The Academy is truly appreciative of the valuable and needed services of the volunteers who so generously give of their time and talent for the success of many and varied Academy programs.

As aides to the teachers, volunteers may be privy to confidential information about students. In respect for all Academy families, it is expected that this information be kept confidential. It is imperative that volunteers are familiar with fire and tornado procedures and the safety and crisis plan of the Academy. Duties of the volunteers may include:

- Reading to or with the children
- Assisting with learning activities in the classroom

- Tutoring a child or group of children
- Monitoring students during lunch, recess or class parties
- Helping students prepare for various contests
- Helping in the library, checking out books, shelving books, repairing books and selling books at the Book Fairs
- Assisting with special projects or presentations
- Chaperoning field trips

General guidelines for volunteers:

- Sign in at the office before proceeding to the classroom.
- Any discussion of a particular child or situation must be limited to the teacher and/or principal.
- Exhibit a positive and encouraging attitude.
- Adhere to Academy policies.
- Inform the teacher of any problematic situation.
- Arrive on time or contact the teacher if unable to fulfill the volunteer role.
- Support the authority of the administration and the faculty.
- Understand that the principal supervises all who serve as staff or volunteers in the Academy.
- Treat others the way Jesus would treat them.

Virtus Training for Volunteers

As part of the Cleveland Catholic Diocesan response for a solution to the problem of child sexual abuse, a new program has been instituted. The program is referred to as *Virtus*. The Virtus Program is designed to help prevent wrongdoing and promote “right doing” within religious organizations. The Virtus Program has already been instituted at our Academy. **A volunteer who spends more than one hour weekly or four or more hours monthly with the students is required to attend Virtus training.** All volunteers with the exception of those who are only volunteering for school field trips must comply with the program.

To comply with the program you must accomplish the following:

1. View a 7 minute introduction video; read the Diocesan Sexual Abuse Policy Manual; and sign and return the Abuse Acknowledgement;
2. Attend the “Protecting God’s Children” Awareness Program (approx. 3 hours);
3. Read the “Standards of Conduct for Ministry”, and return a signed acknowledgement form.
4. Complete a 12 month consecutive on-line Virtus Training, which consists of logging on twice monthly and reading a one page article followed by one question (approx. 20 minutes for both sessions); and
5. Fingerprints

The Virtus Program will be offered in the fall. Faculty will be provided with a complete list of those parents who have completed the Virtus Training to enable them to select the appropriate volunteers

ACADEMY WEBSITE & EDLINE

The Academy maintains a website at www.saintadalbert.org. Current events and important announcements are posted on the front page. Information is organized under tabs labeled: my options, student life, parents, our Academy and admissions. Visitors can read everything on the site without creating an account. Parents may submit information to be posted on the website by emailing the information and any applicable files to Mrs. Walton at swalton@saintadalbert.org. All submissions are subject to approval by the principal.

The academy also maintains an Edline site at http://www.edline.net/pages/The_Academy_of_Saint_Adalbert. Edline features a custom calendar; teacher web pages with student assignments and materials; online grade access; and other information. Edline also facilitates mass emails to parents. Some of the content can be viewed without an account; however, parents are encouraged to make an account and keep their contact information up to date. Account access codes are distributed at the beginning of the school year.

ADDITIONAL ACADEMY POLICIES

This section contains the following policies:

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| <ul style="list-style-type: none"> • Acceptable Use Policy • Anti-Harassment, Intimidation, and Bullying Policy | <ul style="list-style-type: none"> • Student Threat Policy • Youth Gangs and Gang-Related Activity Policy |
|---|---|

Acceptable Use Policy

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

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

Students must*:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

*** Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

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

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic

devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

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

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

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

Anti-Harassment, Intimidation, and Bullying Policy

The Academy of St. Adalbert teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel at the Academy of St. Adalbert is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

The Academy of St. Adalbert will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and,
 - Using Web sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor or principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 1. What, when and where it happened;
 2. Who was involved;
 3. Exactly what was said or what the harasser did;
 4. Witnesses to the harassment;
 5. What the student said or did, either at the time or later;
 6. How the student felt; and
 7. How the harasser responded.

Complaint Procedure

The Academy of St. Adalbert expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form* (available in the Academy office). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form* (available in the Academy office). Information received during the investigation is kept confidential to the extent possible.

The Academy of St. Adalbert prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The

principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Student Threat Policy

Any and all student threats to inflict any harm to self or to others must be taken seriously. Whoever hears the threat should report it immediately to the principal. The police may be notified immediately. The student should be kept in the principal's office under supervision until the police arrive. The parent/guardian of the student who has made the threat shall be notified immediately. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

The student may be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (Psychiatrist and/or Ph.D. Psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with ORC 2305.51 from the mental health care professional stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional listed shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of that follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling, and/or treatment will be needed and/or provided.

Youth Gangs and Violence Policy

Youth Gangs and Gang-Related Activity Are Prohibited

Definition

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf" or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation of the school.

Gang and gang activities can include but are not limited to the following:

- Recruitment, initiation, a manner of grooming, hair style and/or wearing of clothes, jewelry, head coverings, or accessories by which virtue of color, arrangement, trademark or other attribute denotes membership in a gang
- Displaying gang markings or slogans on school or personal property or clothing, gang tattoos, literature that indicates gang membership
- Fighting, assault hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames
- Possession of beepers or cellular phones, possession of weapons and explosive materials, possession, use or sale of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members, association with or conviction of crimes with known gang members, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.