



**Student and Parent
Handbook
2026-2027**

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Mission Statement

In the Holy Cross tradition of education, Saint Adalbert Catholic School strives to

partner with parents to cultivate good citizens for this life and the next.

Root Beliefs

Our root beliefs are the foundation of who we are as a school community and permeate all that we say, do, and aspire to be. They are ideas our school community holds to be true in all circumstances. They are as follows:

We are created in the image and likeness of God.
Anything we do is worth doing well.
Christ calls us each by name.
We are good stewards of our gifts.
We are a community of life-long learners.

Core Values

Our Core Values are verbs that describe what we do at Saint Adalbert School. These words also name our hopes, as a community, for our graduates in the broader world and what we strive to do as educators. They are as follows:

Engage, Aspire, Grow, Love, Excel, and Serve

History

Saint Adalbert School opened its doors in 1911, serving an immigrant Polish population for many decades under the direction of the Franciscan Felician Sisters of the Congregation of the Sisters of St. Felix. The school has served the children of immigrants on the West Side of South Bend for over a hundred years. Initially serving new immigrants from Poland, the school's population underwent a transition and now serves mostly Hispanic students and families. The school specializes in second language acquisition strategies and strives to provide an education that nurtures both a child's home language and English.

St. Adalbert Catholic School is owned and operated by the Roman Catholic Diocese of Fort Wayne – South Bend. The school's operation is sponsored by the Congregation of Holy Cross. The school exists primarily to pass on the Roman Catholic faith to the students even though the school maintains a nondiscrimination policy for the enrollment process.

Partnership

At Saint Adalbert School, we believe that our highest calling is to partner with parents in preparing their children as good citizens of this world and the next. We subscribe to the belief that parents are the first teachers and aim our endeavors at supporting parent choice in the lives of their children. We ask that parents be clear communicators, follow through on obligations, support school initiatives, and participate in parish life. This includes, but is not limited to, answering phone calls from the school, treating staff with kindness, reading weekly newsletters, following safety procedures, and providing required information and documentation. Parents with concerns or questions are always welcomed, as we value active partners.

Academic Detention

This program is designed to provide additional support to Middle School students (Grades 6-8) who are struggling with missing assignments and failing grades in core subjects: Religion, Math, English/Language Arts, Social Studies, and Science. The Academic Detention Program will target students who are failing two or more core subjects due to missing assignments. Those students will stay inside at recess for two weeks, during which time they will complete any missing assignments in an environment that encourages focus and accountability. This additional time will allow students to make up their work and improve their grades.

At the end of each two-week period, we will re-evaluate the students' progress. If they are passing, they will be removed from the Academic Detention list. If students are still failing due to missing work, they will remain in the program for another two weeks. Each two-week period will begin with a thorough review of all middle school grades, and students with two or more failing grades will be added to the Academic Detention List. This process ensures that all students are regularly monitored and supported in a timely manner.

A key aspect of this program is teaching students to take ownership of their success and failure. While we are here to support them, the responsibility for their learning ultimately lies with them. We will work with students to provide the tools they need to succeed, but they must also be proactive in completing their assignments and seeking help when needed.

Accreditation

Saint Adalbert Catholic School is fully accredited through Lumen, Paths to Quality, and the State of Indiana. Records and certificates verifying accreditation are kept in the school office. This means that the school fully complies with Indiana Department of Education expectations for non-public schools and that the school participates in a process of on-going improvement through a private accrediting body – Lumen/Paths to Quality. St. Adalbert Catholic School participates in Cognia, Paths to Quality, and Diocesan-wide accreditation.

Admissions

St. Adalbert Catholic School complies with state laws regarding enrollment and attendance as long as they are consistent with the teachings of the Catholic Church and diocesan policy.

Each February, a one month Re-Enrollment Period is determined by the school Administration. Students currently enrolled and new siblings who are up-to-date with tuition payments are eligible to re-enroll for the upcoming year during this time. There is a \$25 registration fee per student. Returning students who have not completed the enrollment packet by March 1st will be considered as new students from this point forward, meaning that they will not be guaranteed a spot in the classroom.

Beginning March 1st, an Open Enrollment Period continues until the last Friday in April 15th for grades Pre-K through 8. In order for a student to be entered in the lottery, families must have turned in the entire completed enrollment packet.

Enrollment closes June 1st. The school reserves the right to deny enrollment after this date.

With the exception of Pre Kindergarten (24), each class is limited to 26 students. The

principal, in consultation with the pastor, may adjust the number of students in a class based on extenuating circumstances. Only students who have completed **all** elements of the application process during the Open Enrollment Period will be considered for enrollment.

As part of the application process, every new student at St. Adalbert Catholic School takes a placement test to assess the student's readiness for grade level. Placement testing will be scheduled the last week of April. Parents/Guardians will be notified of the placement test results.

St. Adalbert Catholic School follows and promotes an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodates students with various needs in its educational programs.

Allergies

If a student has an allergy that requires attention during the school day, parents are required to notify the parent liaison immediately. Saint Adalbert School will create a care plan in cooperation with our school nurse to include safety protocols and training needed for school staff. While the school can not safely accommodate all scenarios, we will do our best to find a safe and equitable solution to meet the needs of students with allergies. Please keep in mind that all medication, including epipens, over the counter medications, and prescription medications, must be housed in the school office in order to ensure the health and safety of all students. A medication permission form must be on file for each child and medication.

Anti-bullying

St. Adalbert Catholic School is committed to providing a safe, positive, productive, and nurturing educational environment for all students. St. Adalbert Catholic School encourages the promotion of positive interpersonal relations between members of the school community based upon its education in virtue.

Bullying is defined as "repeated or repeatable, unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance." It is important to draw a distinction between bullying and conflict, which is a normal, and at times productive, part of the human experience.

Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The school will not tolerate any gestures, comments, threats, or actions, even those made in jest, which cause, or threaten to cause, bodily harm or personal degradation. This policy applies when a student is on or off campus both during and outside of school hours.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to school staff, who will be responsible for notifying the appropriate administrator. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward themselves or a student. School staff is required to promptly report all incidents of suspected or reported bullying behavior to school administration. Parents, as partners, are also asked to share their concerns about bullying urgently. All complaints about bullying behavior that may violate this policy will be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position. Bullying acts may be reported to law enforcement officials.

Arrival/Dismissal

Parent partnership in matters of drop off and pick up is essential to securing student safety. All parents are required to follow prescribed traffic patterns, both at drop off and pick up. Parents are NOT allowed to drop off or pick up children on Grace Street, as it poses a serious risk to the child's safety. It is the parent's responsibility to notify babysitters, family members, and other caregivers who may provide transportation for their children of school policies pertaining to safe transportation. It is our expectation that individuals dropping off and picking up students exercise patience and kindness.

The school reserves the right to disallow individuals who are suspected of being under the influence of drugs or alcohol to pick up children and will notify authorities if such circumstances occur.

Doors open daily at 7:30 a.m.. Expected drop off is from 7:30-7:45 a.m.. Students are tardy at 7:45 a.m.. It is of paramount importance that children are on time to school each day in order to receive the maximum benefit of classroom instruction. However, we do recognize that there may be an occasional emergency or appointment that may cause a student to be late to school. If children arrive after 7:45 a.m., it is the responsibility of the adults dropping them off to accompany them into the school building and sign them in at the porter's office. Children must not be dropped off unaccompanied after 7:45 a.m.

Pick up is from 3:00-3:15 p.m. Monday through Thursday and from 2:00-2:15 p.m. on early dismissal days and Fridays. One way parents show respect for their school partner is prompt pick up. Our staff members have commitments after pick up times end, and late pick up causes disruption in after school programming and supervision. Should an emergency arise, please notify the school as soon as you know you will be late to pick up your children in order to allow the school time to make a plan for supervision. Students who are not picked up on time will be sent to the porter's office. After 3:15 p.m., or 2:15 p.m. on early dismissal days, students will not be dismissed without an adult entering the building and signing them out.

Excessive late pick ups/drop offs may result in required meetings with school administration, loss of extracurricular privileges, a family support plan, and/or involuntary withdrawal. Late pick up policies also apply to any and all extracurricular activities. Please keep in mind that excessive or extreme incidents in late pick up or drop off can, at times, require reporting to the Department of Child Services and/or the South Bend Police.

Assessments

Saint Adalbert School uses a variety of assessment tools in order to assess student learning and tailor necessary accommodations. These assessments include, but are not limited to, standardized tests: WIDA, IREAD, ILEARN, NWEA-MAP; ARK (Religion) and KRI (Pre-K). One important way parents support students in their success is being aware of testing windows and ensuring students have appropriate sleep, nutrition, and screen time regulation. Please keep in mind that while attendance is always an important tool for success, it is even more imperative during these testing windows.

Parents should tune in to teacher and school newsletters to keep apprised of testing windows and scheduling. Please keep in mind that not adequately supporting your students during testing windows, and/or poor performance on these assessments, can result in failure or retention. Those consequences are often regulated by state legislation rather than school administration.

Attendance (Diocesan Policy #4040)

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or*
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

 - 1. the student and the student's parent or guardian and the principal agree to the withdrawal;*
 - 2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and*
 - 3. the withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or**
- C. Reaches the age of eighteen (18) years. whichever occurs first.*

II. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.

 - 1. Serving as a page for or honoree of the Indiana General Assembly;*
 - 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;*
 - 3. Court appearances pursuant to a subpoena;*
 - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;**

5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

B. Excused Absences

1. Illness of the student (with written statement by parent/ guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the

student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.*
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.*
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.*
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.*

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Students who are tardy more than five times per grading period will be assigned an after school detention. Continued tardiness will result in further disciplinary action per administrative discretion.

If poor attendance causes issues with scholarships (School Choice, On My Way PK, CCDF, etc) it is the responsibility of the parents to pay out of pocket the remainder of tuition. It is the parent's responsibility to be familiar with, and understand the rules and regulations of, the financial support they receive.

Awards

Parents are invited to attend quarterly EAGLE Award ceremonies scheduled after each quarter. Dates and times will be publicized in parent communication. The following are some of the regularly awarded recognitions:

- **Student of the Quarter** – typically given to the highest achieving student in each class, or highest growth winner of the class, or best all around students for a given quarter.
- **First Honors** – for grades 3-8 for students achieving a GPA of 3.5 to 4.0. Students are ineligible if they are failing any subjects.

- **Second Honors** – for grades 3-8 for students achieving a GPA of 3.00 to 3.49. Students are ineligible if they are failing any subjects.
- **Conduct Award** – for students in grades Pre-K – 8 who have exemplified positive behavior throughout the quarter.
- **Perfect Attendance Award** – given to students with no absences (excused or unexcused) or tardies throughout the quarter.
- **Amazing A's** – students with straight A's in all subjects are treated by the school's administrative team quarterly.

Calculator Usage

At St. Adalbert Catholic School, we value honesty, integrity, and personal accountability in all academic work. To ensure that students are mastering mathematical concepts through their own effort and understanding, we have established the following policy regarding the use of calculators and calculator applications during IXL math lessons.

Students may use a handheld calculator solely for simple computation when completing IXL math lessons. The purpose of this allowance is to assist with basic arithmetic while ensuring that students engage fully with the problem-solving and critical-thinking aspects of their work.

The following are strictly prohibited during IXL math lessons:

- Calculator apps on computers, tablets, or any other electronic devices
- Online calculators, math-solving websites, or AI-powered tools
- Any device or software that performs steps beyond basic computation

Students are expected to uphold academic integrity by following this policy. Any use of unauthorized calculators, apps, or tools will be considered cheating and will result in:

- An automatic zero for the assignment
- Possible further disciplinary action as determined by school administration

Cameras

Closed circuit cameras are in use on the school campus at all times in order to better secure student safety and well being. Please keep in mind that camera footage may be used in investigation of disciplinary issues. Saint Adalbert Catholic School does, on occasion, cooperate with local authorities in sharing footage from the camera systems. The school will not share footage with parents or students in disciplinary reviews.

Celebrations

Do not send invitations to parties or any events and expect the teacher to disburse them. Invitations will not be passed out during the school day.

Classrooms **do not** celebrate birthdays with a party; however, a SIMPLE birthday treat may be sent to school in honor of a birthday. Individual classes may also have occasion to celebrate with a treat. Please be sure to pay attention to individual class communication on specific rules. The following requirements will apply universally to treats sent for birthdays or classroom celebrations:

- There must be enough for the whole class.
- Treats must be individually packaged.
- Be mindful of any individuals in the classroom with food allergies.
- No preparation of treats (cutting, pouring etc) will be allowed.

- No treat with nuts will be allowed.
- Teacher's individual requests must be met.

Treats will be dispersed per the teacher's discretion. School staff have the right to withhold and/or return treats for behavior reasons. Please do not send extra treats to school expecting them to be returned home at the end of the day or shared with students in other classes. Treats may either be sent with your child or delivered to the porter's office. Parents will not be allowed to enter classrooms for the purpose of passing out treats or celebrating birthdays.

Please do not send balloons, decorations, or flowers to school for your child's birthday, Valentine's Day, or any other occasion. The school reserves the right to refuse delivery of items outside of school policy.

Cell Phones

Students are not permitted to use communication devices during the school day nor may they have such devices on their physical person. These devices include phones, tablets, smart watches, fitbits, earbuds and bluetooth technology.

It is recommended that these devices be left at home. However, if the family situation requires a student to bring a cell phone to school, it must be kept turned off and in their backpack inside their locker/coat closet. The school will not be liable for the loss or damage of these items nor will teachers/staff be accountable for them.

If a communication device is turned on or is found to be on a student during the school day, it will be confiscated and sent to administration. Parents will be required to come into the school for a meeting with administration to retrieve the device.

Students found in violation will be subject to disciplinary action at the discretion of school administration.

Additionally, families should be mindful that if a communication device is brought to school containing material pertinent to a behavior issue, inappropriate content, or safety concern, the school's administration has an obligation to investigate, document, and at times pass on that information to local law enforcement. In short, what is on a device in the school building becomes the concern of school administration.

Parents, as partners, are strongly encouraged to monitor content on their child's cell phones, tablets, social media etc to ensure student safety and well being. If a concern pertains to Saint Adalbert School, students, or staff, we ask that parents bring the issue to the prompt attention of school administration.

Change of Address and Phone Numbers

Please keep school office staff informed of changes in address and phone number as soon as they occur. Failure to report change of address or phone number negatively impacts the school's ability to communicate, in some cases, extremely important information regarding safety, school closure, and behavioral notifications that may impact enrollment. All emergency contacts must be current throughout the school year and summer months. Please be mindful that you can be reached by the school at all times while your children are in our care. This includes providing employer contacts if cell phones can not be used during your work day and setting up voicemail boxes as needed.

Prompt response to school messages is essential to the safety and wellbeing of your student.

Cheating and Plagiarism

Students are expected to do their own work, both in class and at home. Students who copy work from other students, or allow their work to be copied, will receive a zero for that assignment or test and/or be subject to disciplinary action. It is cheating to copy someone's homework; students who allow others to copy their work are depriving the other students of the opportunity to learn.

In recent years, Artificial Intelligence has become an issue in many Catholic schools. It is important to clarify that taking work from an AI source is also plagiarism. Saint Adalbert teachers have access to technology that screens for AI generated work, and students found to be using AI will be subject to disciplinary action as explained above.

Child Abuse Reporting

Pursuant to Indiana Law (I.C.31-6-11-3 and 4), all cases of suspected child abuse or neglect must be reported to the local Child Protective Service Office. Any diocesan school employee or volunteer who, in the capacity as a member of the school's staff, "has reason to believe that a child is a victim of child abuse or neglect," must make an oral report of the same to the local Child Protective Service or law enforcement agency as well as to his/her supervisor as defined in diocesan child abuse guidelines. It is the direct supervisor's responsibility to ensure that the appropriate child protective service or law enforcement agency has been notified of the report.

Child Pornography (From Bishop Rhodes May 2025)

1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies.
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.
4. A principal having belief that a violation of #1 has occurred shall immediately report such violation, together with any findings, to the Superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop.
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a

determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.

6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

Communication

At St. Adalbert Catholic School, strong communication and partnership with families are essential to supporting student success. To help keep families informed and engaged, the school distributes a weekly digital communication each Friday through the Remind app.

The weekly communication may include:

- The Eagle News newsletter
- School announcements and upcoming events
- Information from community partners
- Teacher communications and classroom updates
- Important reminders and deadlines

Parents and guardians are expected to maintain an active Remind account and regularly review school communications. Families are also encouraged to monitor PowerSchool and other school communication platforms for updates regarding their child's academic progress.

Report cards and individual assessment results will continue to be distributed in paper form. Dates for report cards, assessment reporting, and other major academic communications are published on the official school calendar.

Paper copies of weekly communications and school notices are available upon request through the school office.

Regular review of school communications helps ensure that families remain informed, engaged, and connected to their child's educational experience at St. Adalbert Catholic School.

Concerns Procedures (Diocesan Policy #2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).*
- Step 2: Address the issue with the department chair.*
- Step 3: Address the issue with the Principal.*
- Step 4: Address the issue with the Pastor (elementary schools only).*
- Step 5: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).*

Step 6: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

We discourage the spreading of rumors and other gossip. School matters should be managed and addressed by school authorities in accordance with Catholic Social Teaching. Please be mindful that as a Catholic school, we seek above all, to grow in relationship with Christ, and gossip can be detrimental to this mission.

Conduct and Discipline (in accordance with Diocesan Policy #4520)

By enrolling in St. Adalbert Catholic School, students and families have contracted to know and follow the rules, guidelines, and procedures that are presented in this handbook, as well as the rules of their individual classrooms. In cases of misconduct, the administrator, faculty and staff have the right and the responsibility to evaluate each situation and choose the appropriate disciplinary action according to the severity of the behavior. The teachings and traditions of the Catholic Church are the guiding principles for behavior and discipline (Diocesan Policy #4410). Students and parents are expected to act respectfully and responsibly to promote a peaceful learning environment.

Consequences for student behavior may include, but are not limited to, detention, suspension (both in and out of school), loss of privileges, behavior contracts, involuntary withdrawal, or expulsion. Saint Adalbert School has a variety of resources that are utilized to help parents build good citizens for this life and the next. We will make a reasonable attempt to support all students and families in their growth and development. However, if the school becomes concerned that student behavior is not improving, or that a student is acting counter to their own well being or that of others, the school reserves the right to ask a family to find another educational option for their child.

In the event of a detention, parents will receive notification via telephone. Detentions are served on Wednesdays from 3:00-4:00 and include an element of community service. Typically, if a suspension, behavior contract, withdrawal, or expulsion is warranted, the school will meet in person with parents.

Counseling Services

Saint Adalbert students have regular access to a counselor through a partnership with Catholic Charities. Students or parents may request to speak with a counselor once a permission form is completed. Permission forms are available in the school office upon request. Please keep in mind that school counseling is not a replacement for good mental health care and additional, outside help may be needed.

Curriculum

St. Adalbert School curriculum is based upon Indiana State Academic Standards and the Diocese of Fort Wayne-South Bend's religious education standards. The standards are adapted to meet local needs and criteria. The school participates fully in the diocesan curriculum initiatives. Additionally, due to the unique needs of the students and families served at Saint Adalbert we strive to focus classroom instruction around methods that aid in the fluent acquisition of the English language. All teachers and

staff receive professional development around best practices for second language learning.

Custodial Rights

According to Indiana Law, parents (including non-custodial parents) have the right to access student records, communicate with teachers, inquire about behavior, and be apprised of school events unless there is a court order stating the contrary. Parents are obligated to inform the school immediately of any court orders or legal action pertaining to the custody or protection of their child and provide copies of court documentation in a timely manner. Saint Adalbert school will provide information with reasonable accommodation to non-custodial parents who are within their rights. We do ask that these individuals contact the school office to form a plan for communication and update contact information as applicable.

Damaged Technology/School Property

Saint Adalbert School expects all students to treat school property—including technology devices, furniture, textbooks, library materials, and other learning resources—with care and respect.

Students in grades 2–8 will be assigned an individual computer for use across all classes throughout the school year. This initiative is designed to help students develop habits of responsibility and accountability in their academic work and daily routines.

Intentional damage, vandalism, or misuse of school property, technology, or library materials will not be tolerated. If a student is found to have intentionally damaged or misused school-owned items, the following consequences will apply:

- Parents or guardians will be financially responsible for the cost of repair or replacement of the damaged item(s).
- The student will face disciplinary action, which may include detention, suspension, or, in severe or repeated cases, expulsion.
- In addition, lost library materials must be paid for in full by the student's parent or guardian. A replacement cost will be assessed, and borrowing privileges may be suspended until the item is paid for or returned.

This policy applies to all school property, including but not limited to: computers, tablets, desks, lockers, textbooks, library books, and other instructional materials. Repeated or serious offenses may also result in a loss of privileges and additional academic or behavioral consequences.

Disciplinary Review for Students (Diocesan Policy #4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

- 1. An explanation of what the student is accused of doing that is wrong; and*
- 2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either: the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.*

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters, and the decision shall be final and binding on all parties.

Dress Down Days

If students have complied with our daily uniform dress code, they may participate in the privilege of “Dress Down Days.” In cases of chronic failure to follow the regular and Mass uniform policies, students will be excluded from dress down days. Additionally, students who repeatedly lack good judgment on Dress Down days will lose the privilege of dressing down. Please note that parents of students dressed outside the given parameters will be required to bring a change of clothing immediately. We ask parent cooperation in ensuring that these parameters are followed.

The following are NOT permitted:

- Pajamas /Pajama Pants
- Low cut or sleeveless tops (even under a hoodie)
- Crop tops or bare midriff shirts (even under a hoodie)
- Ripped/tattered clothing
- Ripped jeans (even with leggings under)
- Leggings (as substitute for pants)
- Crocs, slippers, sandals, or heels
- Images/language outside of Catholic Social Teaching and/or mission
- Images/characters representing anything contrary to Catholic Social Teaching
- Images/logos representing alcohol, tobacco, or drug use
- Tight, clingy, or ill-sized clothing (per administrative judgment)
- Shorts above the knee and/or outside of the allowed time frame
- Skirts or dresses above the knee
- Clothing that disrupts learning and/or safe function
- Other items per administrative discretion

Eagle News Weekly Newsletter

The Eagle News is Saint Adalbert School’s primary means of communication with parent partners. This weekly newsletter is sent home every week on the last day of the school week (typically Friday) **via Remind Ap** and is an essential tool for keeping families informed and connected to school life.

Each edition of the Eagle News includes:

- Important upcoming events and deadlines
- Policy updates or changes to school procedures
- An updated calendar section with the most current information available
- Celebrations and highlights from around the school community

Families are expected to read the Eagle News each week to stay informed. If you do not receive the newsletter or misplace your copy, please check the Parent Information Station outside the Porter’s Office or contact the school office for a replacement.

Consistent review of the Eagle News helps ensure that families remain engaged, informed, and prepared to support their child’s success at Saint Adalbert School.

Eighth Grade Graduation Requirements

Graduation from St. Adalbert Catholic School is a privilege that recognizes a student's successful completion of the school's academic program and readiness for high school.

Academic performance is important at every grade level and contributes to a student's long-term success. Eighth-grade grades are particularly significant because they are often considered by high schools for admissions, placement, scholarship, and academic support decisions. Students are expected to demonstrate consistent academic effort and responsibility throughout their years at St. Adalbert Catholic School and especially during their final year as they prepare for high school.

To be eligible to participate in graduation ceremonies and receive a diploma, eighth-grade students must be passing all required courses for both:

- The Fourth Quarter, and
- The Cumulative Year-End Grade.

Students who are failing one or more classes at the time of the eighth-grade class trip will not be permitted to participate in the trip and will instead be required to use that time to complete missing coursework and improve their academic standing.

Students who are unable to achieve passing grades in all required courses by the school's established deadline will not be eligible to graduate from St. Adalbert Catholic School or participate in graduation ceremonies.

Parents are responsible for monitoring their child's academic progress through report cards and PowerSchool Parent Portal access. In addition, St. Adalbert Catholic School will provide direct notification by telephone to parents of eighth-grade students who are at risk of not meeting graduation requirements at the conclusion of each grading period and at each midterm reporting period. These notifications are intended to encourage timely intervention and support student success. Failure to successfully contact a parent does not negate the student's responsibility to meet graduation requirements.

The principal reserves the right to make final determinations regarding graduation eligibility in consultation with teachers and parents when extraordinary circumstances exist.

Emergency Planning (from Diosicean Policy #1510)

St. Adalbert Catholic School keeps an updated crisis and emergency plan. Drills are regularly conducted to ensure that all members of the school community are aware of procedures for emergencies. Many improvements to the school facility were made to increase the safety of the students including the St. Andre Bessette CSC Porter's Office near the main entrance to the school, reinforced steel fire doors on either main thoroughfare for stairway traffic, and visitor check-in at the Porter's office.

Enrollment (Diocesan Policy #4010)

I. School Admission Policy

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old prior to August 1, or date set by the State.

A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;*
- B. the duration of the risk – how long the carrier is infectious;*
- C. the severity of the risk – the potential harm to third parties;*
- D. the probabilities the disease will be transmitted and will cause varying*

degrees of harm; and
E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Every new student enrolled at St. Adalbert School is accepted on a probationary contract for the first 90 days of enrollment. If serious academic or behavior problems arise during the time of probation, parents/guardians will be asked to withdraw the student. St. Adalbert School follows and promotes an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodates children with special education needs in its educational programs.

The custodial parent or guardian shall provide the name and address of the school the student last attended. The school will request the records from the previous school the student attended within fourteen days of enrollment. Saint Adalbert School will not release student transfer records unless we have written consent from parents or legal guardians and tuition payments are up to date.

Compliance with enrollment deadlines and requirements annually are essential to continued enrollment at Saint Adalbert School. Even current students and families who do not meet these deadlines are not guaranteed enrollment in subsequent years.

Extracurricular Activities

Sports, and other extracurricular activities, make up an essential part of a holistic human formation.. These activities include but are not limited to Choir, St. Dominic Savio Club, College Mentors for Kids, Garden Club, Prayer Club, Girls on the Run, and a variety of sports.

St. Adalbert School is proud to offer its students and families the opportunity to participate in various teams through the Inter City Catholic League (ICCL). By participating in this league, our athletes represent themselves, their teammates and coaches, their families, and the whole St. Adalbert School community.

At Saint Adalbert Catholic School, we believe that academic success and personal responsibility are essential foundations for every student, and we value a strong partnership with parents in supporting these goals. Students may not sign up for any sport or extracurricular activity if they are failing one or more classes at the time of registration. Participation in extracurriculars is a privilege and a commitment—not only to personal development but also to coaches and teammates who rely on each other. If a student becomes academically ineligible by qualifying for academic detention or receiving a failing grade in any subject, they will be temporarily removed from all teams and activities. Reinstatement is only permitted once the student is passing all subjects and no longer on academic detention. We ask parents to partner with us in guiding students to balance their responsibilities and honor their commitments both in the classroom and on the field. Extraordinary circumstances may warrant administrative review.

Facebook/Social Media

In order to secure the safety and well being of all students, parents are asked not to post images or comments about children who are not their own on Facebook or other social media. Please keep in mind that content posted on social media via students is subject to disciplinary action should it pertain to the school or members of the school community. In the spirit of partnership, parents are also asked to be mindful of what is posted on their own personal accounts, even in jest. Please understand that if material is posted that is defamatory of the school and/or staff or is counter to Catholic Social Teaching, the school reserves the right to ask a family to leave. The school is legally obligated to report issues of student safety and well being to authorities (Department of Child Services, Police, etc) if brought to our attention.

In order to maintain the integrity of our parish/school accounts, no student or parent may create a Facebook®, X® formerly Twitter®, or other social media online accounts under the name of the parish/school or any sponsored organization of the parish/school without written approval of the parish/school administration. Disciplinary action may be necessary if unauthorized creations occur.

Defamatory or derogatory engagement in any social media regarding Saints Casimir and Adalbert Parish, its school, any of the parish/school administration, the faculty, other students, or other students' parents may also result in disciplinary action.

Field Trips

Occasionally classes may participate in field trips for educational pursuits. These are intended to enrich the students' exposure, knowledge and opportunity. A field trip is viewed as a privilege, and a student may be excluded from a field trip for poor behavior as determined by the administration. Parents will be notified and asked to sign a permission form for each trip. It is important that parents return permission slips in a timely manner. Late permission slips and/or verbal consent will not be allowed. There is a blank permission slip at the back of this handbook should one be needed urgently.

Upon occasion, the school may ask for parent chaperones for field trip activities. Please note that only parents whose Safe Environment credentials are current and who are over the age of 25 will be considered for these chaperone opportunities. The turnaround time for Safe Environment training can be several weeks, so it is imperative that parents and family members who wish to be considered for chaperone opportunities keep their credentials current.

Fundraising

Parents are encouraged to support both school and parish fundraising. Failure to participate results in an overall loss for the community. If you object to a fundraising event or task, please contact the principal directly. These obligations are typically minimal.

Gender Incongruence (From Bishop Rhodes September 2024)

Given the cultural challenges we face, it is necessary that we have clear policies for our parishes and schools regarding conduct related to sexual identity and sexuality. It is important that our Catholic school educators, parish staffs, catechists, youth ministers, and parents who enroll their children and young people in our Catholic schools, religious education programs, and parish youth ministries are knowledgeable of these policies based on the anthropological teachings of the Catholic Church summarized above in this

document. These policies are established as binding for diocesan institutions, including all diocesan offices, parishes, and schools in the Diocese of Fort Wayne-South Bend.

1. Designations and Pronouns: Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's God-given sexual identity, that is, his or her biological sex. No persons may designate a "preferred pronoun" in speech or in writing when related to ministry activities of any kind; nor are diocesan institutions to permit such a designation. Only pronouns that accurately reflect a person's God-given sexual identity shall be used when addressing or referring to that person.

2. Bathrooms and Locker Rooms: All persons must use the bathroom or locker room that matches their sexual identity, that is, his or her biological sex. Individual-use bathrooms are permitted in diocesan institutions and are to be available to all members of the respective communities.

3. Attire: Appropriate modesty in dress is expected in a manner consistent with the cultivation of the virtue of chastity. Where a dress code or school uniform exists, all persons are to follow the dress code or uniform that accords with their God-given sexual identity.

4. Single-Sex Programs and Activities: Participation in institutional programs and activities (whether curricular or extracurricular, athletics, camps, retreats, etc.) that are designated as single-sex must be consistent with the person's God-given sexual identity. Some programs and activities may be open to participation by persons of both sexes.

5. Single-sex Accommodations: Participants in overnight events or programs sponsored or approved by diocesan institutions may only reside in single-sex rooms or accommodations consistent with their God-given sexual identity. The only exception is, of course, accommodations used by persons whom the Church considers validly married and family members.

6. Conduct: Chaste conduct is expected and required in our diocesan institutions and at all events and programs sponsored by our diocesan institutions, including at parish or school dances and social activities. Public advocacy for, or celebration of, sexual behavior or ideologies contrary to the teachings of the Catholic Church are prohibited. Active, hostile, and public defiance of these teachings is prohibited since it is harmful to the institution's Catholic identity and mission.

7. Treatments for Gender Incongruence: Compassion and sensitivity is expected and required in our diocesan institutions towards those who struggle with gender incongruence or dysphoria. Just as "Catholic health care services must not perform interventions, whether surgical or chemical, that aim to transform the characteristics of a human body into those of the opposite sex or take part in the development of such procedures," so our diocesan institutions are not permitted to cooperate in such interventions, including the taking of puberty blockers, on diocesan property. While we strongly support efforts to alleviate the suffering of those who struggle with their sexual identity, we cannot support interventions which, we believe ultimately harm them. We support pastoral and counseling services to alleviate their suffering and

assist them in accepting the God-given gift of their sexual identity.

8. Protecting the Vulnerable: All who teach, serve, and minister to young people in our diocese are expected to uphold the teachings of the Church regarding sexual identity, sexuality, and marriage, to affirm their God-given dignity and worth, and to treat them with the love and compassion of Christ. Ministers have a special responsibility to assist those who are hurting or struggling, including those dealing with confusion about their sexual identity or with same-sex attraction. Ministers must not tolerate any ridiculing, bullying, or hostile speech or behavior directed against them.

Grading Scale

Beginning in 3rd grade, students receive A-F marks according to the below percentage scale (this is Diocese wide).

A: 90-100

B: 80-90

C: 70-80

D: 60-70

F: 59 and below

Students in grades PK-2 are graded on a standards-based report card according to Indiana Academic Standards and do not receive letter grades.

Grounds for Suspension or Expulsion (Diocesan Policy #4520)

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

A. On school grounds;

B. Off school grounds at a school activity, function, or event;

C. Traveling to or from school or a school activity, function, or event; or

D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.

A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.

B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.

D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.

E. Threatening or intimidating any individual for whatever purpose.

F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.

- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.*
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.*
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.*
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.*
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.*
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.*
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.*

Gum

Chewing gum is prohibited in all spaces of the school campus and during school related activities. Students who choose to violate this policy will be subject to disciplinary action. Parent partnership in ensuring gum is not brought to school is expected.

Gun Free Schools (from Diocesan Policy #4560)

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, taser, stun gun, or deadly weapon while en route to or from school activities, or while on school property or at school activities. A violation of this policy carries the consequence of automatic expulsion from school and will result in the involvement of the South Bend Police Department.

Homework

At St. Adalbert Catholic School, homework is intended to reinforce learning, foster responsibility, develop good study habits, and strengthen the partnership between home and school. Homework should provide meaningful practice and preparation while allowing students time for family life, prayer, extracurricular activities, and rest.

Homework should be purposeful, age-appropriate, and aligned with classroom instruction. It is not assigned simply for the sake of assigning work. The following guidelines represent the average total amount of homework students may expect:

PK4–Kindergarten

Up to 30 minutes per week

Grade 1

10–15 minutes per night

Grade 2	15–20 minutes per night
Grade 3	20–25 minutes per night
Grade 4	25–30 minutes per night
Grade 5	30–40 minutes per night
Grade 6	40–50 minutes per night
Grade 7	50–55 minutes per night
Grade 8	55–60 minutes per night

These timeframes are intended as guidelines. Actual homework may vary based on individual student needs, work habits, and long-term projects.

Reading is an essential component of student success. Students in all grades are encouraged to read or be read to daily. Beginning in elementary grades, teachers may establish independent reading expectations appropriate to students' ages and abilities.

Students in Grades 4–8 are expected to maintain a school planner and record homework assignments, project deadlines, assessments, and other important academic responsibilities. The planner serves as an important organizational tool that helps students develop responsibility, time-management skills, and independence. Parents are encouraged to review planners regularly as part of the home-school partnership.

Students are expected to:

- Complete assignments neatly and on time.
- Record assignments and due dates in their planner (Grades 4–8).
- Ask questions when directions are unclear.
- Take responsibility for bringing necessary materials between home and school.
- Put forth their best effort on all assignments.

Parents are encouraged to:

- Provide a consistent time and place for homework.
- Encourage independence while offering appropriate support.
- Review student planners regularly (Grades 4–8).
- Communicate with teachers if homework becomes unusually difficult or time-consuming.
- Promote healthy habits that support learning, including adequate sleep, reading, prayer, and family time.

Homework is an important part of developing responsibility and accountability. Teachers will communicate classroom-specific procedures regarding late or missing

assignments. Repeated failure to complete homework may result in academic consequences and parent communication.

As a Catholic school, we believe education is a shared responsibility among students, parents, and teachers. Through consistent habits of diligence, stewardship, and personal responsibility, homework helps students grow academically, spiritually, and socially as they prepare to become faithful disciples and productive citizens.

Houses

School Houses are an integral part of our school community and Holy Cross identity. Students across all grade levels participate in house themed activities throughout the school year. The patrons of our school houses were members of the Congregation of Holy Cross, our sponsoring congregation. In the fourth grade, students randomly choose which house they will belong to for the remainder of their academic career at Saint Adalbert. The houses are as follows:

- House Sorin: color purple/patron Father Edward Sorin/ Second Grade
- House Corby: color green/patron Father William Corby/ First Grade
- House Andre: color black/patron Saint Andre Bessette/ Kindergarten
- House Moreau: color blue/patron Blessed Basil Moreau/ Third Grade, PreK

Hygiene and Bathroom Training

Parents are expected to address bathroom training and hygiene issues with their children. Students should arrive at school properly cared for, clean, healthy, and well rested. All students are expected to know how to use the bathroom independently prior to enrollment in school. Students who are unable to use the restroom on their own may be denied entrance to or asked to withdraw from the Pre-K program until such time as the issue is resolved, or reasonable accommodations can be made.. Cleanliness in other ways (dental hygiene, clean hands and fingers, showering, clean laundry, etc.) is imperative to student learning and the development of self-esteem. Ongoing lack of hygiene is an issue of neglect and will be reported to the Indiana Department of Child Services. Children with ongoing bathroom issues may be asked to keep a clean set of clothing at school.

Illness

We value our role as partners with parents and ask that parents uphold their end of the partnership by adhering to the following guidelines about illness and attendance. Do not send a child to school until he or she has not vomited and/or is fever free for 24 hours, without fever reducing medication. If the school sends a child home midday due to fever or vomiting, we do not expect to see that child in attendance the next school morning. In this case, parents will be called and required to come get their child immediately. Additionally, do not send children to school with pink eye until they have been medicated for a full 24 hours. Parent cooperation in picking up sick children in a timely manner is essential.

Immunizations

The Diocese of Fort Wayne-South Bend Catholic Schools Office assigns a nurse to work in partnership with Saint Adalbert School. The nurse updates health records and oversees inoculation schedules.

Parents are required to be current in their reporting of immunizations to Saint Adalbert School. The school is not permitted to keep students whose shots and records are not up to date. Students may be removed from school for violation of the immunization policy.

One dose of meningococcal conjugate vaccine is required for all students in 6th-8th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1). All students in grades 6-8 must have acceptable documentation of required immunizations on record at the school they are currently attending.

Insurance

Students have coverage for injuries and accidents that may happen during the school day at St. Adalbert School or during school sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parents' insurance first. If an injury occurs, parents need to seek medical care through their usual providers. Then they contact the principal who will obtain information required to complete the school's portion of the claim form and pass it on to parents. All correspondence after this point is between the plan administrator and the parents/guardians. Completed claim forms must be submitted within 90 days of the date of injury.

Internet Acceptable Use Policy (#4620)

St. Adalbert School adheres to this Diocesan Policy governing the responsible use of the internet at school and for school projects. The school administration may determine that a student's access to the internet be restricted based upon violation of reasonable, responsible use of the internet/school computer and usage outside of classroom instruction. Parents will be notified in instances when this trust is violated. The school employs internet filters to prevent as many inappropriate sites as possible. Students may not communicate with school staff via email or electronic communication without including a parent in the messages. Teachers may not respond to student electronic communication that does not include a parent.

Items Brought to School

Items brought to school that are not a part of classroom instruction are strongly discouraged. Please keep in mind that items from home are not the responsibility of the staff and/or the school and will not be replaced if lost, broken, or taken. Toys from home do not have a place in the school environment. We strongly encourage parents to be aware of what their children bring to school and bring home from school. Items that are a distraction to learning and should be kept at home include but are not limited to:

- Pokemon/collectible cards
- Tech Decks
- Art supplies not pertaining to class instruction
- Make up/ perfume/ lip gloss/ cologne
- Jewelry making materials
- Food, snacks, drinks
- Any and all stuffed animals
- Key chain collections
- Pop it-s
- Personal Hand Sanitizer

Any outside items that come to school are subject to seizure and may not be returned until a parent meeting is held. Additionally, any behavior issues that come from these items will be subject to disciplinary action from school administration.

I Excel (IXL) Usage

IXL is an online learning platform that provides interactive, skill-based practice in subjects such as math, language arts, science, and social studies. At St. Adalbert Catholic School, we use IXL primarily to support students in their individual learning goals.

IXL adapts to each student's skill level by providing personalized practice and immediate feedback. It helps reinforce classroom instruction by allowing students to work at their own pace, identifying areas of strength and improvement. The program tracks progress over time, helping teachers tailor instruction to meet each student's needs.

Lice

The school also has a no-nit policy for head lice, meaning that we expect parents to keep students home with head lice until all the nits/eggs have been removed from their hair in addition to a treatment being applied to kill any live lice. We periodically check students for lice and will notify parents immediately if we find an issue. Likewise, we ask that parents who are aware of a lice issue at home notify the school, so that we can check other children in the classroom and tighten our cleaning protocols to ensure the bugs are not spreading at school. Continued infestation endangers children, and while we will do everything within our power to support families in need, it may result in a contact to the Department of Children Services.

Lockers

Lockers are provided for students in grades 6-8 to keep materials and belongings. Please keep in mind that everything in the locker is subject to search, seizure, and/or disciplinary action. Additionally, students are expected to keep all food and drink clear from their locker at all times in order to help keep our school safe and pest free. Lockers are individually assigned and students are not permitted to access the lockers assigned to others. Locks are not allowed on school lockers or backpacks.

Lost and Left

Items sent to school should always be marked with student names to ensure that they find their way back to their owners when they are misplaced. Items without names will be placed in lost and left. This space is located outside the porter's office and anyone is welcomed to check it at any point for missing items. Please DO NOT call the school office when an item has been lost until after you have checked the lost and left area. Items left sitting in the box for prolonged periods will be donated.

Lunch

Free lunch is provided for all students through the federal free lunch program and the generosity of our partners at Marian High School, however families have the right to send food for their children. The school does not require advance notice if a family wishes to provide a sack lunch for their student. Please note that children always have the option to choose a second, cold lunch option if they do not prefer the main lunch offering.

Fast food is NOT allowed. This is an issue both of nutrition and school culture. Similarly students may not have pop/soda in their packed lunches or during their time at school. Lunches from home may not be eaten along with school lunches. A student

must choose EITHER a lunch from home OR a school lunch. Milk cannot be taken if your child brings lunch from home. Saint Adalbert will not heat or cool lunches packed from home. Please be mindful of the nutritional content of lunches sent from home. Spicy chips such as Takis, candy, sweet treats, and baked goods are all appropriate in moderation. However, too much or too many can cause issues that interfere with the learning environment and can be detrimental to children's health. Do not send from home items to be shared with others. Students may not share lunches or exchange items from any lunch or meal.

At Saint Adalbert School, we believe that we are good stewards of our gifts. Our school building and community are gifts from God given by those who went before us. One way we ask students to care for those gifts is by washing tables after lunch and taking the time to make sure the lunchroom is free of trash after every meal. Additionally, students are asked to return unused or unopened items to the sharing table to be passed on to members of our community in need.

Mass

Mass is the most important thing we do as a St. Adalbert community. You show your child how important Mass is by going every Sunday, Holy Days, and more when possible. Encourage your children to participate in Mass with prayers and songs. Always feel welcome to join us at our School Masses at 8:00 on Fridays as well as other Holy days and celebrations. Mass is not just a school activity. It is a parish and family activity. Our school is the largest mission of our parishes and it is a gift from our parish community. Attending Mass and taking an active role in our parishes is one way your children have the opportunity to give thanks for this gift. Please encourage them to serve as members of the choir, altar servers, and ushers. Another way you show your support for the important role Mass plays in our Catholic faith is by ensuring your child is dressed appropriately for school Masses (see uniform section).

Masking

Students are welcomed to wear masks to reduce the risk of germ transmission at school at this time per the parent's discretion. However, extra masks will not be provided by the school. Parents must send extras in your child's backpack. Additionally, school staff will follow the cue of the family in that any child who wears a mask to school will be required to wear it properly at all times throughout the school day. This means that students who choose to mask will be expected to have the mask on their face, over their nose, and without excessive touching throughout the entirety of the school day. According to Diocesan policy, no school staff will ask a child to wear a mask unless parent consent is given.

Medication

The School's policy on medication is as follows. We WILL NOT administer medication if these policies are not observed.

1. Prescription medication must be in the original container with the pharmacy label and the student's name on it. Items such as epipens and inhalers must be in their original box with a prescription label.
2. A Written Consent for Administration of Medication form is filled out in advance of when medication can be dispensed. Long term medication must have forms renewed at the beginning of each school year.
3. Medication is kept secured in the office. A current written log of medication prescribed and the date and time it is given will be kept in the office.

4. Over the counter medication must be accompanied by a current Parent Medication Permission Form with a parent's signature. This includes medicated cough drops and skin creams including Benadryl. Children are NOT allowed to carry these items on their person or in the classroom.

It is of the utmost importance that parents keep the school teachers, staff, and administration informed of medications and medical conditions. While St. Adalbert has a supervising nurse available for consultation, the school does not employ a full-time nurse on staff. Clear communication regarding student health conditions and medications is critical and the parents bear the responsibility of keeping the school informed. Please do NOT send medications, including inhalers, with your student or in their backpack. We ask that parents hand deliver them to the school office.

Middle School Behavior

Students in grades 5-8 are the leaders of our school and are expected to conduct themselves accordingly. School staff will track behavior infractions among this group of students. After the third behavior incident in any given week, students will be assigned detention. Detentions will be communicated via phone call from the school to a parent/guardian. After three detentions, the student, their parents, and administration will meet to discuss a formal behavior plan to help the student be successful. Repeated behavior incidents are grounds for further disciplinary action per the discretion of the school administration.

Off Campus Conduct

Student behavior off campus and outside of classes reflects on our school and school community. We reserve the right to enforce disciplinary actions on any student who behaves in an inappropriate manner, even in jest, outside of regular school hours or off campus. These concerns are especially important as they pertain to our student's treatment of other members of the school community and include social media, comments made in jest, racial slurs, any bullying behavior, issues concerning their own safety and well being or that of others.

Padres Unidos

Padres Unidos is our school's parent action group. They meet monthly to discuss events and procedures within the school as well as provide formation in support of families on a variety of topics. Regular participation in Padres Unidos is expected of all Saint Adalbert families. Dates and times of meetings are communicated in advance via calendar and newsletter.

Parent Presence at School

While we encourage cooperation and participation from the parents with regards to their child's learning, we discourage lingering around the school without a direct invitation or purpose, especially during or after breakfast time. Please drop your child off at the door and leave the premises, unless you need to sign your child in late.

We encourage parents, guardians, and grandparents to help with learning inside the classroom, help teachers prepare materials, participate in special celebrations, and help serve lunch. Your time and talents help your student to thrive in and out of the classroom and make special events possible.

Please also be mindful that in order to volunteer in your child's classroom, you must first complete a background screening and Safe Environment training. That process can be started in the school office and typically takes about two weeks. It is important that you begin this process well before any event at which you plan to volunteer. If the Safe Environment process is not complete, parents are not allowed to help with classroom events or chaperone trips. No person may have regular contact with the students without successfully completing all facets of the Safe Environment Training. Training is available in Spanish and English.

Parent Communication with Other Children

Parents and other family members are not permitted to interrogate, intimidate, or question another student at any time. The principal and leadership team will look into any controversial matters and will include parent involvement in behavioral matters at the principal's discretion. Please note that this behavior is grounds for dismissal from Saint Adalbert School.

Parent Information Station

To support clear and consistent communication with families, Saint Adalbert School maintains a Parent Information Station, located just outside the Porter's Office. This station is regularly updated and serves as a central hub for important school-related materials.

Parents and guardians will find the following at the Parent Information Station:

- Eagle Newsletters
- Lunch and breakfast calendars
- Upcoming event flyers and reminders
- Important school notices and forms
- Resources and announcements from community partners

If you find that you are missing a form, calendar, newsletter, or other communication, please check the Parent Information Station first—it may already be available there. This station is a reliable resource for staying connected and informed throughout the school year.

PowerSchool Access and Grade Monitoring (Grades 4–8)

Parents and guardians of students in Grades 4–8 are provided with PowerSchool Parent Portal access and are expected to monitor their child's academic progress regularly throughout the school year.

The school will provide PowerSchool Parent Portal access codes to parents and guardians no later than September of each school year. Families are responsible for maintaining access to their accounts and contacting the school office if assistance is needed.

PowerSchool provides families with access to grades, attendance, assignments, and other important academic information. Regular review of PowerSchool allows parents and students to address academic concerns promptly and supports the partnership between home and school.

Because teachers use a variety of assessment methods and instructional practices, grades and assignments may not be updated immediately. Teachers are expected to

enter new assignments, assessments, and grade updates within one week whenever reasonably possible.

Parents with questions regarding grades or missing assignments should first consult PowerSchool and then contact the appropriate teacher if clarification is needed.

PowerSchool is intended to supplement, not replace, report cards, progress reports, parent-teacher conferences, and other forms of school communication.

Pre-Kindergarten Entrance

Children enrolling in Pre-Kindergarten must be 4 years of age on or before the first day of a given school year. The school will administer a readiness screener to help prepare for the level of support our incoming Pre-Kindergarten students require. Students who are unable to use the restroom appropriately, independently may not be best served at Saint Adalbert. At the end of the year, a readiness assessment is administered to determine placement for Kindergarten.

Public Displays of Affection

At Saint Adalbert Catholic School, Public Displays of Affection (PDA) are defined as any physical contact that can be interpreted as romantic or overly familiar, including prolonged hugging and kissing. Acceptable behavior includes handshakes and brief, friendly hugs. Staff and faculty will monitor and address PDA, issuing verbal warnings for first offenses and escalating to parental notification and possible disciplinary actions for repeated offenses. We aim to maintain a respectful environment, educate students on appropriate behavior, and seek parental support in reinforcing these values.

Religious Issues (From Diocesan Policy #4410)

As a Catholic school operating under the authority of the Diocese of Fort Wayne–South Bend, we affirm that the teachings and traditions of the Catholic Church are the guiding principles for all aspects of school life, including student behavior. All students enrolled in the school are expected to respect, uphold, and reflect these teachings in their words, actions, and interactions both on and off campus.

The moral and ethical teachings of the Catholic Church—centered on the Gospel of Jesus Christ, the dignity of the human person, and the call to live in loving community—form the foundation for behavioral expectations.

Families who choose Catholic education in the Diocese of Fort Wayne–South Bend are expected to support the mission and values of the Catholic Church, recognizing that Catholic formation is an essential and inseparable part of the educational experience. While we welcome students of all backgrounds, all students are required to conduct themselves in a manner consistent with the Catholic identity and moral teachings of the Church.

Violations of this policy may result in disciplinary action, up to and including dismissal, as determined by the school administration in alignment with diocesan guidelines.

Remediation

Our Catholic faith teaches us the importance of preference for those most in need. Saint Adalbert School's remediation policy echoes that concern. As it pertains to spaces in Title One tutoring, Title Three tutoring, After the Bell, SAINTS tutoring and other

academic remediations, spaces will be given first to those with the greatest need for support. Other students may be placed if and only if spaces are available.

The school can and does, on occasion, require students to attend and/or participate in remediation outside the school day in order to support their success.

One key remediation available to Saint Adalbert students is our robust summer school program. At spring Parent-Teacher conferences, parents are notified of their child's teacher's recommendation for summer school. Please understand that when the teacher says summer school is **required**, that means the administration expects children to be present daily during the summer. We strongly encourage families to hold off on making summer plans and reservations until those letters go home. Please be aware that due to changes in Indiana Law, children who do not attend summer school when it is required may be subject to retention, and this decision is beyond the school's administrative control.

Remind App

Saint Adalbert School and its teachers heavily use the Remind App to support communication with families. It is commonly used to share classroom updates, schedule reminders, event notifications, and other important school-related information.

While not the school's primary communication tool, Remind is an essential and frequently used platform. Therefore, it is the responsibility of parents and guardians to sign up for Remind to stay informed.

If you need assistance signing up or accessing the app, please contact the school office. Ensuring consistent communication helps build strong school-family partnerships and supports student success.

Retention and Promotion

St. Adalbert follows the retention and promotion processes recommended by the Indiana Department of Education. All reasonable attempts at remediation and/or assessment are made, including extensive summer school resources before retention is considered.

Sacrament Preparation

The Eucharist, celebrated at school Mass, is the most frequent sacrament for our Catholic students. Throughout the school year, students also prepare for and experience other sacraments. Second graders prepare for First Reconciliation and First Communion, while eighth graders prepare for Confirmation. Some students may also prepare for Baptism.

All students engage with the sacraments regularly, and parents play a vital role in their children's preparation—especially for Baptism, First Communion, First Reconciliation, and Confirmation. This includes teaching the importance of the sacraments, attending required meetings, and bringing children to Sunday and Holy Day Masses (please note: Friday school Mass does not fulfill the Sunday obligation).

Parents of students wishing to receive First Communion, Reconciliation, or Confirmation must provide a copy of their child's baptismal certificate in the fall of that school year. Failure to provide this documentation in a timely manner—or to

communicate with the school when can not be provided—may limit our ability to properly prepare your child for the sacraments.

Please support your child's faith journey by discussing the sacraments at home and encouraging regular participation in all of them, including Marriage and Holy Orders.

Scholarship and Excellence

At Saint Adalbert School, every student is expected to be an active partner in their own success. We place the highest value on growth and aim to inspire a lifelong love of learning. Our mission is to prepare students not just for high school, but for a lifetime of curiosity, creativity, and academic engagement.

Success at Saint Adalbert is a shared responsibility between teachers, parents, and—most importantly—students. Classroom grading is designed so that students who participate and complete assigned work cannot receive a failing grade. Failing grades are not mathematically possible when effort, engagement, and support are in place.

When parent partners actively engage, there is a substantial increase in the school's ability to help children learn and grow. Talk with your child daily about school. Review their planner and homework. Monitor report cards and respond promptly. When students see that school matters to you, it matters to them. Together, we help shape learners and citizens for this life and the next.

School Advisory Board

This board is a pool of school supporters appointed by the pastor. This group meets regularly to support decision making in development, policy shaping, assessing of school needs, and other items necessary for the proper functioning and sustainability of a school. The SAB serves at the pastor's wishes and is conducted accordingly. The principal and vice principal are non-voting reporters to the board. This group is responsible for principal evaluation. To bring an issue or concern to the school advisory board for consideration, please email schoolboard@stadalebrtschool.org.

School Hours

The school office is open from 7:30 am to 4:00 pm Monday through Thursday and from 7:30 to 2:00 on Fridays for 180 days per academic year. School office hours are on a more limited basis during the summer months and the office is typically closed over holidays such as Christmas, Thanksgiving, Easter, and Fall Break.

School is dismissed early on Fridays, and the office is closed in order to allow for teacher/staff collaboration and planning.

Sexual/Racial Harassment (From Diocesan Policy #4580)

Sexual or racial harassment will not be tolerated in the Catholic schools. It is the policy of the school to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other factor that is prohibited, even in jest, by law and/or the teachings of the Catholic Church. It is a violation of this policy for any employee to harass another employee or a student, or for a student to harass another student or employee through conduct or communication.

Any student who is a victim of harassment should seek the advice of a trusted teacher, pastor or other adult. That adult will then report the harassment to the administration,

who will conduct an investigation. Corrective action will be implemented and reviewed regularly to determine its effectiveness. If necessary, additional action will be taken, which may ultimately result in suspension or expulsion.

Smoking (from Diocesan Policy #5000)

Smoking, Huffing, Vaping, Smokeless Tobacco, the use of e-cigarettes, and other illegal substances is strictly prohibited at Saint Albert School and on the school campus. Possession of these items or paraphernalia is grounds for immediate disciplinary action and may be reported to the South Bend Police Department.

Special Education Assessment and Support (Diocesan Policy #4010)

Saint Adalbert School seeks to partner with parents of students in all that we do, including those of students with special educational needs, as best we can. We will provide accommodations and will work with families to identify needs and create educational plans for students who qualify. However, we also aim to be honest with parents about the services we can offer and help parents to make informed decisions for the education of their children. Speech services and special educational assessments are offered through a partnership with South Bend Community School Corporation.

Students with exceptional needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school.

Student Conferences

Each family must attend student conferences scheduled after the first and third quarters. The school office will contact you for scheduling. Prompt response will help ensure an amenable meeting time. Parents and guardians who do not sign up for a preferred meeting time will be assigned one and are expected to attend. These conferences are important to the academic and social growth of the student. Translation services will be offered to families. Lack of attendance to conferences is a sign of an unhealthy parent partnership and the school reserves the right to ask families to leave based on lack of attendance.

Student Searches (from Diocesan Policy #4590)

By enrolling in a Diocesan school students and families consent to the search of their desk, person, and personal belongings per principal discretion, according to Diocesan policy.

Student Records (from Diocesan Policy #P4170)

Saint Adalbert Catholic School provides assessment results (NWEA, WIDA, ILEARN, IREAD, etc), quarterly grades, mid quarter progress reports, and attendance records to parents/guardians on a regular basis. While these are generally sent home via the Friday Communication Folder or given directly to families at conferences, parent partners are welcome to contact the school office for additional copies at any time. Parents and/or guardians of current students have the right to review these records in the school office during regular business hours.

Substance Abuse (from Diocesan policy #4570)

Saint Adalbert Catholic School is committed to the formation of the whole child—spiritually, emotionally, intellectually, and physically—in accordance with the teachings of the Catholic Church. As part of this mission, we recognize the importance of providing compassionate and effective support to students who may be experiencing substance abuse challenges.

In alignment with the policies and guidance of the Diocese of Fort Wayne–South Bend, Saint Adalbert will assist students facing substance abuse problems through a pastoral and supportive approach. The school’s response will reflect the Church’s commitment to the dignity of every human person and the call to healing and redemption.

Support measures may include:

- Referral to qualified counselors, healthcare professionals, or treatment programs
- Collaboration with parents or guardians to ensure appropriate care
- A personalized plan for ongoing support and reintegration into the school environment
- Consultation with diocesan leadership and adherence to diocesan procedures

While the possession, use, or distribution of illegal or harmful substances is strictly prohibited on school property and at school-sponsored events, the school will respond to substance-related concerns with both accountability and compassion.

Any disciplinary actions related to substance abuse will be determined on a case-by-case basis, considering the student’s needs, family involvement, and diocesan policies. The ultimate goal is to support the student’s well-being and spiritual growth within a safe and faith-filled community.

Support for Matters of Discipline

Being in communication with your child’s teacher, attending parent conferences, providing consistent bedtimes/routines, and having dialogue with your child are all ways that you can support positive behavior at school. At Saint Adalbert School, we believe that the parent is a child’s first teacher and our role is one of support to your family. We can not uphold standards for behavior and discipline that are not first implemented at home, by parents. Please help us to create an environment conducive for the raising of Christian men and women. Please keep in mind that the comments parents make at home are overheard by students and affect their attitudes and behaviors at school. We ask that you please refrain from speaking ill of your child’s teacher, school administration, or other students and parents. If you have a concern, please bring it first to us.

Surveys, Analyses, and Examinations (from Diocesan Policy #4610)

In accordance with diocesan policy, Saint Adalbert Catholic School affirms the rights of parents and guardians to be informed about materials presented to their children and to participate actively in their education.

Parents/guardians have the right, upon request, to inspect any survey created by a third party before it is administered or distributed to students. Requests to review such materials must be submitted in writing to the principal. The school will make the survey available for inspection within a reasonable period of time.

Saint Adalbert Catholic School upholds transparency and collaboration with families, ensuring that all educational and health-related procedures respect both Church teaching and parental authority.

Teacher Communication

It is important to attend Back to School Night so that parents can be informed of the best means of communicating with teachers. In some instances that involves email, phone, Remind, or cell phone. Please take your communication cues from the teachers. If you have questions, contact the administrative team. Look for four report cards and four progress reports throughout the school year. Those dates will be publicized in parent communication and on the school calendar. Saint Adalbert School also holds Parent Conferences in both the Fall (October) and Spring (March). Parent attendance at both is required.

Transfer

Students transferring from another school, public or private, must make arrangements with the other school to forward records to St. Adalbert School. A copy of the latest report card and any applicable assessment records are required before a student will be accepted in the school. Also, children with special educational needs will need to provide a copy of their most recent Individualized Education Plan (IEP) or other applicable planning. While children will not be denied admittance due to special education needs, the school must be apprised of children's IEP in order to plan how to best serve them at Saint Adalbert. Children who are English Language Learners, meaning they speak another language at home, will be asked to provide a copy of their most recent language acquisition assessment results to help the school plan for their needs. Generally, Saint Adalbert does not accommodate mid-year enrollments but the school reserves the right to make exceptions in special circumstances.

Transfer of Records to High School

In the spring of their eighth grade year, after students have applied to and enrolled at their preferred high school, the school will reach out to Saint Adalbert requesting records. Saint Adalbert will first notify parents in writing that records have been requested. If a parent wishes to opt out of having their child's records shared, they must notify the office within 5 business days. Please keep in mind that this transfer often includes not only official records (grades, assessment scores, attendance) but also anecdotal records (behavior, demeanor, capacity for leadership, etc).

Tuition Payments

Every student's tuition must be paid in full or a payment schedule must be set up in FACTS before the start of school. Students will not be permitted to begin classes unless this requirement is met. Parents are required to pay tuition on time. Failure to do so may impact the student's enrollment status.

It is the responsibility of the parent partner to notify the school office immediately if they are unable to pay in full or on time. Open and timely communication is essential to ensure proper support and continued enrollment.

Any student with an unpaid tuition balance from a previous school year will not be permitted to enroll for a new school year until the outstanding balance is resolved.

Tuition benefits, scholarships, assistance, and required payments are outlined in a letter to each family at the beginning of the school year.

Before Saint Adalbert School is able to release any student records, the tuition balance must be paid in full.

Uniform

Parents are expected to provide the necessary uniform parts for their children. Proper attire contributes to a positive attitude of learning. How we dress says something about who we are and what we value. Uniforms are required at school for all students. Each child is expected to come to school clean and neatly dressed.

If a student comes to school out of uniform in any way, a call will be placed to parents to request the appropriate clothing. They will also be issued a dress code violation citation. Students earning more than three uniform citations in a given quarter will serve a detention. Beyond three citations per quarter, the school will call for a parent meeting and issue further consequences per administrative discretion.

Skin tight clothing is not permissible and will result in the student being returned home for dress violation. It is also imperative that children be able to reach and move without their shirts coming untucked. Clothing that is in any way revealing and immodest will result in the same actions. Clothes must be modest in fit and style, neither too tight nor too baggy. Shirts must be long enough to remain tucked with normal classroom movement. At no time may students wear symbols that go against the teaching of the Catholic Church. Pants must stay up on their own or a belt must be worn at all times. Skirts, shorts, and jumpers should be no shorter than two inches below fingertips when arms are straight at one's side.

Additionally, students are expected to keep polo and dress shirts tucked during school hours and activities. Students who fail to do so will be subject to a dress code violation and disciplinary action.

In general, there are three primary uniforms for each student – Regular weekday uniform, Mass uniform, and PE.

If your family needs support in order to appropriately equip your child for learning, please call the school office. Otherwise, these expectations are in place every day in all we wear.

On Mass Days, the following Mass attire is expected:

Boys:

- ❖ Solid white dress shirt with long sleeves, must have a collar (not polo shirt)
- ❖ Plaid tie (grade K-3) or House tie (grade 4-8)
- ❖ Red pullover (grade K-3) or Navy Blazer (grade 4-8)
- ❖ Khaki pants—no shorts

Girls:

- ❖ Solid white dress shirt, must have a collar
- ❖ Red pullover/cardigan (grade K-3) or Navy Blazer (grade 4-8)
- ❖ Plaid Jumper (grade K-3) or Plaid Skirt/Khaki DRESS PANTS (grades 4-8)
- ❖ Plain color (navy blue, black, or white) socks or tights
- ❖ Plain color leggings (navy blue, black, or white) may be worn under skirts and jumpers in cold weather

On Gym Days, the following uniform is expected: If a student is not in appropriate gym uniform, they will not be able to participate in gym class. This is also the uniform for PK students every day.

- ❖ St. Adalbert black sweatpants or shorts (shorts only in August, September, May, or June) No jeggings, no leggings, or joggers. No other colors or fits, brands or styles will be permitted.
- ❖ St. Adalbert red or gray P.E. t-shirt (of appropriate length and fit)
- ❖ St. Adalbert Red Polar Fleece pullover or full-zip (no hoodies or other sweaters)
- ❖ Socks are required
- ❖ Tennis shoes

Daily Uniform Requirements:

Shirts:

- ❖ St. Adalbert Polo Shirt (long or short sleeve), in red or navy (of appropriate fit)
- ❖ Must be tucked in at all times and may only have one button undone
- ❖ If a student wears an undershirt, it must be plain color (white, black, navy blue)

Pants:

- ❖ Khaki Dress Pants-no jeggings, no leggings, no cargo pants, no joggers
- ❖ No pants with cargo pockets, zippers, studs, or other decorations. No low riders, tight fit/skinny pants, leggings, or slits on pant legs
- ❖ No denim (jean-type, five pocket) pants
- ❖ Shorts and Capris allowed in August, September, May and June only

Skirts, Skorts and Jumpers:

- ❖ Saint Adalbert Plaid or Khaki
- ❖ Two inches below fingertips when arms are straight at one's side
- ❖ Worn with white uniform polo or dress shirt
- ❖ Plain colored shorts, leggings, tights underneath

Sweatshirts:

- ❖ St. Adalbert Red Polar Fleece pullover or full zip (no hoodies or other sweaters)
- ❖ Must have appropriate collared shirt underneath (on non-gym days)

Sweaters:

- ❖ Navy Blue or Red cardigan sweater or pull-over style
- ❖ Must have appropriate collared shirt underneath (on non-gym days)

Socks:

- ❖ Girls may wear tights/plain colored leggings under skirts
- ❖ Socks, or tights must be worn at all times.

Shoes:

- ❖ Tennis or dress shoes appropriate for play
- ❖ Boots may be worn if they are without heels and are appropriate for recess play
- ❖ Snow boots may not be worn all day
- ❖ No open back shoes, heels, flip flops, slippers, clogs, crocs or sandals

Please consider that children will have outside play each day and name brand, expensive shoes may become dirty or soiled. They are best kept at home. Our school day does not allow for shoe changes. Please send your children in shoes they can wear all day for all activities.

Jewelry, Hair, and Other Decoration:

- ❖ Earrings: one pair of small, post/stud earrings only or gold/silver small hoops. No gauge or dangling earrings.

- ❖ Rings: allowed as long as they are not a distraction, not bulky
- ❖ Necklaces: small medallions and reasonable chains only please
- ❖ Bracelets: allowed as long as they are not a distraction, not bulky
- ❖ No other jewelry or body piercing is permitted.
- ❖ Not allowed: hats, bandanas, head scarves
- ❖ No Acrylic Nails (Students will be sent home for removal.)
 - exception will be made for eighth grade girls between confirmation and graduation ONLY
- ❖ Nails are to be kept neat, clean, and short.
- ❖ No noticeable/heavy makeup/lipstick
- ❖ No lash extensions or painted eyebrows
- ❖ Hair must be kept out of student eyes and face must be visible.
- ❖ Boys must be clean shaven every day.
- ❖ Sideburns may not extend below the bottom of the ear.
- ❖ No words or inappropriate designs may be shaved anywhere on the head.
- ❖ No tattoos are permitted, including temporary/henna.
- ❖ Hairspray, perfume, after-shave, and cologne may not be brought to school.
- ❖ Hair must be a natural hair color.
- ❖ No slit or cut eyebrows

Please be mindful that jewelry worn to school is not the school's responsibility. Any jewelry that gets in the way of classroom learning will be asked to be removed and kept in the backpack.

Students who wear makeup to school will be asked to wipe their faces with a baby wipe before returning to class and given a uniform citation.

School staff members will monitor and enforce all dress code requirements listed above.

Visitors to Building

All visitors to the building must report to the Porter's office immediately and sign in. They are required to wear a "visitor" badge for the duration of their visit. Visitors to the office may not stop by classrooms or other areas without permission. No visitor is permitted to enter classrooms or spaces occupied with students without prior completion of Safe Environment training and permission of school staff.

Vacations/Family Trips

St. Adalbert Catholic School strongly discourages vacations during scheduled school days due to the negative impact that missed instructional time can have on student learning and growth.

Students who are in good academic standing and have satisfactory attendance may be granted one excused vacation absence during the school year, provided that the school receives a completed vacation request form at least two weeks prior to the absence. Approval of the request is at the discretion of the school administration.

Additional vacation absences, vacations taken without prior approval, or vacations taken by students who are not in good academic or attendance standing will be considered unexcused absences.

Planned vacations should be communicated to the school office using the vacation request form included in this handbook. Providing advance notice allows teachers and administrators to prepare appropriately for the student's absence. Teachers may, but are not required to, provide assignments prior to a student's departure.

Upon returning to school, students will be given the number of school days missed to make up assignments, up to a maximum of two weeks. Students absent for more than two weeks will be given ten school days to complete missed work and assessments. Teachers are not responsible for recreating lectures, classroom activities, labs, projects, or other instructional experiences missed during an absence.

In accordance with state regulations, students who are absent for more than 10% of the school year (typically 18 days in a 180-day school year) may become ineligible for certain educational accommodations or support services. Excessive absences may limit the school's ability to accurately assess student progress and provide appropriate academic interventions. Families are encouraged to prioritize regular attendance and communicate with the school regarding extended absences.

Walking Home

We encourage all school families to provide transportation or make arrangements for a safe adult to walk home with their students at the end of the day. This is the best way to ensure students arrive home safely and are properly cared for. However, we do recognize that some family circumstances may require students to walk home alone after school. Parents who wish to have their child walk home at the end of the school day without an adult must first send a letter giving their permission to the school office. Students in grades PK-3 will not be permitted to walk home alone without an adult or older sibling to care for them. For the purpose of this policy, an acceptable escort must be aged 12 or older. **NO STUDENTS WILL BE ALLOWED** to walk home unescorted until after written consent is given.

Weather Notification

Occasionally weather or other emergencies may impact school events and operations. In the case of inclement or severe weather, closings, delays, and early releases will be posted on WNDU and WSBT. Delays or closings will also be communicated via Remind App to parents in English and Spanish and posted on the school Facebook page. Due to the characteristically unpredictable weather for the Michiana region, it is important that parents and students stay clued in on weather notifications.

We endeavor to make decisions about delays and closures as early as possible and appreciate parent/guardian patience and cooperation in making these decisions. Please keep in mind that ultimately the decision of whether a child attends school on inclement weather days lies in the hands of the parents. If you feel the weather is unsafe, it is your right to keep children home and your responsibility to ensure they make up any work they have missed.

Wellness

In compliance with Diocesan policy, Saint Adalbert Catholic School completes and submits an extended student wellness plan each year. Due to this policy, we do not take away student recess or physical activity as a first attempt at behavior intervention and we value appropriate nutrition and food safety standards.

Withdrawal of Student

Students and families wishing to withdraw mid year will need to notify the school office in writing and complete a withdrawal form. Until the necessary paperwork has been submitted, the student will be counted as unexcused absent. Once paperwork is filed, and the child's new school contacts Saint Adalbert requesting records, our staff will endeavor to get those records transferred and filled within five school days. Please keep in mind that tuition is billed for services already rendered. Meaning, if your child withdraws, there will still be one (albeit partial) tuition payment drawn after they leave. We will not transfer records for students and families who are not up to date on their tuition.

Right to Amend

Saint Adalbert Catholic School reserves the right to amend or alter this handbook and the policies there within at any time with or without written notice. Please be sure to check your handbook frequently for updates and changes. Printed copies of the handbook are kept in the office as well as the Parent Information Station in both English and Spanish at all times.



Vacation/Family Trip Form

I understand that it is my responsibility to notify St. Adalbert School two weeks prior to taking an extended vacation that would require my student(s) to be absent from school. I understand that extended vacations may be counted as unexcused and am aware that the extended vacation can not surpass a period longer than 10 school days (two weeks).

I understand that the teachers and administration are not required to put together any assignments or tasks for my child(ren) beforehand.

Upon a student's return, they will be given the number of days they missed to make up work, up to two weeks. All absences longer than two weeks, will be given ten school days to make up work and assessments.

Student's Full Name (s) and Grade Level(s)

Date leaving _____

Date returning _____

Parent/ Guardian Signature

Today's Date



Field Trip Permission and Release

***** Keep this section for your information!*****

Date of Field Trip: _____

Grade Level: _____

Destination of Field Trip: _____

Purpose of Field Trip: _____

Departure Time: _____ **Return Time:** _____

Mode of Transportation: _____

Additional Information: _____



----- CUT HERE -----



Field Trip Destination: _____ **Date:** _____

Student Name: _____ **Student Age:** _____ **Grade:** _____

Parent/Guardian Name: _____

Address: _____

Phone: (Home): _____ **(Work):** _____ **(Cell):** _____

Check one of the following options and fill in the blanks:

_____ **YES**, I request that the school allow my child to accompany the class on the field trip and request that the school allow my child to attend.

_____ **NO**, I do NOT request that the school allow my child to accompany the class on the field trip. (Although you may have checked 'NO', we request that you still sign the form below and return it for our records.)

In consideration of my child's being allowed to participate in this trip, on behalf of my child, my spouse, myself and my child's estate, I hereby recognize that such an activity may expose the child to risks and hazards not ordinarily encountered in school. I further release the above named School and Diocese of Fort Wayne-South Bend, Inc. and the personal driver from any and

all claims, judgments, and liability for any injury, whether personal or property, that my child, his/her estate, my spouse now has, ever had or may have due to the child's participation in this trip, that are attributable to the fault of parties other than the School or Diocese; or, to the extent permitted by law, attributable to the fault of the School or Diocese. I have instructed my child to follow the rules of conduct as directed by Saint Adalbert School.

Parent/Guardian Signature

Date



Parent Partnership Agreement

As parents and guardians of students enrolled at Saint Adalbert Catholic School, we recognize the mission of partnership between home and school for the development and education of our child (ren). We understand the obligation to uphold our partnership with Saint Adalbert Catholic School in the following ways.

1. **Supporting the Catholic Ethos:** We commit to supporting the Catholic mission and values of Saint Adalbert Catholic School, and to actively participating in the spiritual formation of our children. This includes regular Mass attendance, active engagement in our parish community, and parental involvement in sacramental preparation for students and families who belong to the Catholic Faith.
2. **Academic Engagement:** We will encourage our children to engage in their academic studies fully, complete assignments on time, and communicate with teachers regarding academic progress and challenges. We, as parents, will cultivate a home environment that is conducive to academic success including reviewing student work, providing appropriate rest/nutrition, and supporting literacy in our home.
3. **Attendance and Punctuality:** We understand the importance of regular attendance and punctuality, and will ensure our children attend school on time unless prevented by illness or unavoidable circumstances. We will communicate planned absences in advance and meet obligations to prompt transportation.
4. **Communication:** We will maintain positive, open communication with teachers and staff, responding promptly to school communications and attending parent-teacher conferences and school events. This includes making sure contact information is updated when changed and picking up sick/injured students promptly.
5. **Respect and Cooperation:** We will model respectful behavior towards school staff, other parents, and students, and cooperate with school policies and guidelines, including those outlined in the Student & Parent Handbook. We have received and read the Student & Parent handbook and were notified of the school's right to change policies at any time with or without written notice. If we have an issue or concern, we will take it first to the school and refrain from speech and/or messaging that undercuts the mission and staff of Saint Adalbert Catholic School.

Student(s) Name _____

Parent/Guardian Name _____

Signature _____

Date _____

***** Return this page completed to the school office within one week.*****