

ST. ELIZABETH SCHOOL K-8 PARENT-STUDENT HANDBOOK 2021-2022



Diocesan Mission Statement

Working in partnership with our communities, the Diocese of Kansas City~ St. Joseph schools will be distinctly Catholic, academically excellent and fiscally stable.

St. Elizabeth School Mission Statement

St. Elizabeth provides a Christ-centered, child-focused learning environment where Catholic ideals and a tradition of excellence are instilled.

Living Our Faith- Achieving Academic Excellence- Building Community

We look forward to a year of positive growth for our children. Partnership between home and school is essential to support your child's moral, academic, and behavioral growth. We thank you in advance for your support and cooperation.

As parents, you are your child's first teacher, please encourage and help them to learn. Promote regular attendance and punctuality, and attend Sunday Mass as a family. Continue to positively communicate with your child's teacher. And lastly, thank you for sharing your time, talent and treasures with our parish school.

***This information is current as of August, 2021. We apologize for any errors or omissions.**

Philosophy

St. Elizabeth school strives to provide students with a Catholic, child-centered, positive learning environment as an extension of the ministry to the community of St. Elizabeth parish. Our educational ministry is founded on the teachings of the Catholic Church, instilling personal faith, practicing social justice, and striving for academic excellence in accordance with Diocesan standards. Our faith based community welcomes students and families from diverse backgrounds and all religious denominations.

- Students will have opportunities to grow in knowledge of the Catholic Faith focusing on heritage and sacred traditions, along with Biblical formation and sacramental studies as outlined in the Catechism of the Catholic Church.
- Students will have opportunities to grow and extend their faith lives by participating in and leading service efforts through various parish and community outreach efforts, liturgical experiences, and the daily emphasis on practicing the Christskills.
- Students will be provided learning opportunities that facilitate the academic, social, and physical development of each child. Instructional methods and approaches will vary to provide ample opportunities for expression, creativity and development of a wide array of talents and abilities. Each student is valued for their unique capabilities.

- Students will be provided a safe, structured environment that strives to meet their emotional, social, and physical needs through the emphasis of routines, procedures, consistent expectations, logical consequences, and developmentally appropriate practices.
- Students will have the support of faculty, staff, and families; who in partnership will work to ensure opportunities for growth, achievement, and success so that they are able to identify their own capabilities and vocational possibilities. This includes the commitment to follow the Diocesan guidelines articulated in the parent/teacher covenant.

Diocese of Kansas City / St. Joseph Catholic Schools Office - Family Covenant

This Covenant agreement represents our commitment to collaborate with the work of the Catholic school in the spiritual formation of our children. As the first teachers of our children in faith, we hereby accept responsibility to support Church teaching in the school, participate in church services every week, and see that our children attend church every week.

For Catholics this Covenant is an agreement to participate in the Holy Sacrifice of the Mass, on all Sundays (weekends) and Holy Days.

For non-Catholics, this Covenant is an agreement to attend weekly church services in your denomination.

We acknowledge that the teachers are also pledged to this Catholic/Christian commitment. Because the partnership of parents and teachers in the formation of children is so important, we accept the family covenant for church attendance as a way of honoring the third commandment, as an extension of our baptismal vows and as essential for the spiritual formation of our children.

Diocese of Kansas City / St. Joseph - Parent / Teacher Covenant

Because our school strives to be a faith and learning community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other caregivers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect, and issues and misunderstandings will occur. When an issue or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience concerns, or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

- If the issue involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school. Each teacher has their own extension, as well as voicemail and email. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.

- If the issue is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.

All staff members of our school promise prompt attention to concerns or issues, privacy in discussing matters, professional courtesy and respect when issues are presented, and a sincere effort to resolve concerns in a Christian manner. That is, we promise to approach concerns and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically; and also the welfare of his or her fellow students.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community:

- We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member.
- We will not tolerate intimidating or verbally abusing any member of the community – in person, in writing or via social media.

Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions.

Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:

- Limiting or refusing permission to enter or use school grounds or facilities;
- Asking that someone other than the person exhibiting poor behavior represent the child's interest in school matters;
- Refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of the covenant so that we may become the genuine faith community we strive to be.

Child and Youth Protection

The abuse of the spiritual, emotional and moral development of the young men and women of St. Elizabeth School shall not be tolerated. School personnel are required to report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

Admissions Policy: K through 8

St. Elizabeth School admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to students of the school.

Admission priorities:

1. Children of active parishioners, families meeting the three requirements for active membership in St. Elizabeth Parish for a period of at least two years, specifically:

- Are registered in the parish
- Attend Mass regularly
- Are tithing 5% to the parish

2. Children of families new to St. Elizabeth parish who had an active membership in their previous parish for a period of at least two years, i.e., were registered; attended Mass regularly; and were regular contributors, according to the pledge they had made.

3. Children from Catholic families who want to pay tuition, because they do not want to leave their present parish, or for any other reason, with the approval of the pastor.
4. Children from non-Catholic families who want to pay tuition.
5. Children from Catholic families who have no history of active membership in a parish. These children will be admitted on a tuition basis until active membership is established in St. Elizabeth parish for a period of at least one year.

NOTE: Once a family has a child in school, that family will be given priority for other siblings until the family either stops tithing or stops paying tuition.

Kindergarten:

A child entering kindergarten is to be five (5) years of age by August 1. Parents of incoming kindergartners must provide the school with copies of the child's birth certificate, baptismal record and immunization documentation. Prior to admission, kindergarten students must take part in a kindergarten screening.

Transfer Students:

St. Elizabeth School does not typically accept eighth grade transfer students. All students K-7 transferring into St. Elizabeth School are placed on probationary status to ensure their success. Students who apply for admission to St. Elizabeth School must have a C average or higher and no suspensions or forced dismissal from his/her previous school(s). The principal will make admission and placement decisions based upon interviews, student records, achievement test data/ and or other assessments administered by St. Elizabeth. Placement will be reviewed each mid-quarter and quarter end for the first year. Students wishing to transfer into St. Elizabeth School must interview with a school administrator. All transferring students must have a satisfactory disciplinary record from their school(s). Transcripts from former schools, immunization documentation, sacramental records and letters of reference must be sent to St. Elizabeth School prior to admission. Students are expected to comply with all the school regulations and conduct themselves in a way that is respectful and conducive to learning. If a student is unable to progress in a regular school curriculum and meet with the expected code of conduct, a conference will be held with the parents to explore the educational resources in the area that might assist us or better meet the student's needs.

Identifying Learning Needs:

St. Elizabeth School and Early Childhood Center recognize the importance of supporting the needs of all learners and their families. While our Catholic School/Center is not equipped to provide for all of those needs, we will attempt to address the special learning needs of students to the greatest extent within the parameters of the school's financial and human resources. It is important the school/center fairly evaluate both student needs and the capabilities of the school/center to successfully meet those requirements. The school/center in their professional capacity, will apprise parents of any concerns relating to identifying and planning for special needs throughout the course of a student's enrollment at St. Elizabeth's. Upon the recommendation of the school/center, testing, consultations, and evaluations that will assist in providing a positive learning environment and a model for student success, shall be carried out by parents who in partnership with the school/center want to provide the best possible environment for learning.

All results will be handled with the utmost focus on confidentiality. The request for such intervention will result only after a series of documented interventions and observations have been carried out by the professional staff at St. Elizabeth, while in communication with the family.

Parents/guardians agree to employ outside sources, when necessary and advised by St. Elizabeth staff, for such things as testing, evaluation, therapy (ies), counseling, tutoring, etc.

Upon review of any evaluative procedures, the school/center will then ascertain what is necessary to address the needs of the student and whether it is feasible for the school to meet those needs.

If the school/center finds it cannot properly educate a student after implementing adjustments and/or modifications, if a student continually disrupts the learning environment of other students, or if parents refuse to participate in evaluative procedures including sharing results and recommendations, the administration, pastor, and parents may need to meet to determine continued enrollment.

Admissions Policy: Early Childhood Center

Students must be three years of age by December 31 and fully potty-trained for admission to the Early Childhood Center (ECC). Families of current ECC students will have first priority during enrollment provided their registration materials are returned by the specified deadline. Enrollment takes place in January for the upcoming school year. A completed registration form and non-refundable deposit are required each year. After the deadline, registration will be opened to all St. Elizabeth families and others who have requested enrollment information.

Consideration is given to:

- Families who are active members of our parish, which means:
 - Registered and on file in the parish office
 - Attend Mass regularly at St. Elizabeth
 - Pledged and met pledge commitment to the parish
- Families currently sending children to our school
- Families from other parishes and the surrounding community

Registration Fees, Adjusted Tuition and Tuition (K-8)

All families of St. Elizabeth School are expected to keep their tithe and tuition payments current. If family circumstances prevent this, please contact Pat Dennis at the school office, Vicky Kinney, the Parish Business Manager and Fr. Greg Haskamp, Pastor, to make arrangements for payment as soon as possible.

All financial responsibilities and/or arrangements must be taken care of before new school packets or school records are released.

Pat Dennis, the School Administrative Assistant, handles all registration processes, adjusted tuition and tuition payments. If any issues or questions arise regarding these items, please contact Mrs. Dennis at pdennis@stekcschool.org as soon as possible.

Registration Fees:

A registration fee of \$740.00 per child is assessed for grades K-8 for the 2021-2022 school year. A deposit in the amount of half of the total registration fees must accompany registration documents each year, with the remaining balance due no later than April 1 for kindergarten students and June 1 for students in 1- through 8- grade. There is also the option to pay the registration fee over ten months (automatic transfer). There is a maximum of \$2,220.00 in registration fees for families with three or more children. The fees are subject to change each year. All registration fees are non-refundable.

Adjusted Tuition for Parish Families:

Stewardship is, always has been, and will continue to be the cornerstone for funding our school and other ministries. Our school supplements its income to offset operating expenses by charging registration fees, tuition and adjusted tuition. Adjusted tuition is used to fill the current year gap between funding sources and projected expenses. Adjusted tuition will be \$700.00 per student for the 2021-2022 school year. Adjusted tuition may be paid in a lump sum, bi-annually or quarterly. First adjusted tuition payment is due by August 1.

Technology Fee:

Technology is a necessary tool in meeting both our educational goals and in preparing students for their future. This fee allows us to fund filtering, online learning, maintenance, and software applications to continue advancement in technology use in our academic setting. The annual technology fee for K-8 for 2021 -2022 is included in the student registration fee. Additionally, grades 7 and 8 are one-to-one and each student is assessed a \$100 Chromebook fee for 2021-2022. Grades 5 and 6 are piloting one-to-one in 2021-2022 – there is not a fee for this pilot.

Tuition:

Tuition for the 2021-2022 school year is \$6,800.00 for one child, \$12,200.00 for two children and \$17,715.00 for three children.

Spiritual Development:

In keeping with the Christ-centered, child focused mission statement, all school activities are grounded in our Catholic faith.

Prayer:

Every school day is infused with prayer. Students begin and end their day with prayer. They are encouraged to build relationships and have conversations with God.

Christskills:

The school community emphasizes eighteen Christskills which enable students to apply the tenets of the Catholic faith in a concrete way to their daily life.

- **Organization** – to plan, arrange and carry out activities and projects in an orderly way
- **Faithfulness** – to be committed to one's promises to God and man
- **Stewardship** – to care for all God's gifts by sharing our time, talent and treasure
- **Responsibility** – to be accountable for your actions
- **Hard Work** – to do the best you can at all times
- **Forgiveness** – to pardon those who have done us harm
- **Patience** – to wait calmly
- **Generosity** – to be unselfish in giving and living with open hands
- **Initiative** – to do something because it needs to be done
- **Cooperation** – to work together toward a common goal
- **Integrity** – to conduct oneself according to a sense of what is right and wrong
- **Love** – to be kind to one another, tenderhearted and forgiving
- **Curiosity** – to desire, learn and know about one's world and one's faith
- **Problem Solving** – to seek answers to difficult questions or everyday concerns
- **Sense of Humor** – to perceive the amusing side of life or to create amusement without hurting others
- **Perseverance** – to continue in spite of difficulties
- **Flexibility** – to alter plans when necessary
- **Humility** – to have a modest sense of one's own importance and be open to God's plan

Christskill Pledge:

Students and teachers will begin each day by reciting the following pledge:

I will do the right thing even if I don't feel like it.

I will treat people right even if I don't feel like it.

Today I will remember my willpower is stronger than how I feel or think.

All things are possible through God who strengthens me.

Good news is heading my way.

Code of Conduct:

St. Elizabeth School strives to be a true community of God which embodies respect for oneself, others and the rights and property of others. Students are expected to act with the Christskills in mind at all times.

Students at St. Elizabeth School will:

1. Be respectful
2. Use self-control
3. Contribute to the learning environment

All School Mass:

St. Elizabeth's has an all-school Mass on Wednesday morning at 8:30 a.m. Advent Services and Stations of the Cross Lenten services are some of the other para-liturgical services experienced by our students.

Weekend Masses:

Students receive the full benefit of attending a Catholic school when they are able to participate in weekly mass with their family and faith community. Refer to the Family Covenant (pg. 2). Regular weekend Masses observe the following schedule:

Saturday - 4:30 p.m.

Sunday - 7:30 and 10:00 a.m.

Sacraments:

Sacrament preparation for Eucharist and Reconciliation is part of the 2nd grade curriculum. Parents are required to attend one evening informational meeting for each sacrament.

Retreats:

The 8th grade class participates as a class in a full-day retreat each fall and spring.

Vocation Day:

The 5th grade class participates in a Vocation Day each February.

Curriculum:

St. Elizabeth School uses Loyola Press, Christ Our Life series, in preschool through 6th grade and Sadlier We Believe, New Testament and Church History in grades 7-8.

Theology of the Body (8th grade):

Pope John Paul II delivered 129 messages during his Wednesday audiences about the human body, human dignity and sexuality. These short talks were compiled into a work now called Theology of the Body which is part of the 8th grade Religion curriculum. The talks discuss our human nature, our dignity as children of God, the purpose of our bodies and the purpose and beauty of our sexuality.

Service:

In our desire to live as disciples of Jesus, living by His example, we are committed to be a School of Service. Jesus modeled service and commanded us to love one another. God gave us the world so that we might care for and preserve it. Every student at St. Elizabeth School is involved on a regular basis with service to the school, parish and community. Each classroom teacher chooses a service project for their class at the beginning of the school year. Families are encouraged to participate in service opportunities with their children. St. Elizabeth's has a service hour goal of 50 service hours per student in 1st through 8th grades.

GENERAL SCHOOL POLICIES

School Hours:

Doors open - 7:50 a.m.

School starts - 8:05 a.m.
Dismissal – 3:30 p.m.

Attendance:

Good attendance is vital to a student's education, training, and formation of attitudes of freedom, responsibility, and reliability. The school doors will open at 7:50 a.m. A warning bell will sound at 8:00 a.m. The school day will begin promptly at 8:05 a.m. and end at 3:30 p.m. Students should be in their home room and seated at the 8:05 a.m. bell to commence the beginning of the school day. Students not in the classroom at 8:05 a.m. will be considered tardy.

Excessive absences and tardies hamper the educational process. Consistent or habitual tardiness is a serious educational issue. In the case of consistent or habitual tardiness, a conference with the parent(s) or guardian(s) will be necessary. Absences and/or tardies that exceed 20% of the scheduled school days will be reviewed by the principal and may result in a mandated reporting to the Division of Family Services.

Absences:

When a child is absent, the school requests that a parent call the school office by 9:00 a.m., informing of the absence and its reason. If the school is not notified, parents will be contacted to verify the child's absence and reason for absence. If the student has an unexcused absence (parents cannot verify the child's whereabouts,) no credit will be given for any classes (including class work) for that day, and the student is subject to detention or suspension upon return.

Parents may request homework assignments for absent students by calling the office by 9:00 a.m. Homework will be available after 3:00 p.m. for parents to pick up in the school office.

Students arriving after 9:00 a.m. but before 10:00 a.m. will be considered absent for ¼ day. Students arriving after 10:00 a.m. or leaving before 1:00 p.m. will be considered absent for ½ day. If a student leaves between 1:00 p.m. and 2:00 p.m., they will be considered absent ¼ Day.

Every effort should be made to schedule family vacations around the school calendar. Parents wishing to have their child excused for appointments, family business, or special activities are requested to write a note, e-mail or PAN to the teacher and the office before the excused date. Teachers request two weeks advance notice for absences other than illnesses.

Tardiness:

Tardiness interferes with a student's progress in school, disturbs the classroom and leads to the formation of undesirable attributes. Therefore, students are expected to arrive at school on time. The school doors will open at 7:50 a.m. A warning bell will sound at 8:00am. All students should be seated and ready for learning at 8:05 a.m. when the last bell rings. A student is considered tardy if they arrive in the classroom after 8:05 a.m. All students who are tardy must sign in on the list provided in the school office. Students will be directed to the office to sign in and receive a tardy slip if they enter the classroom after the last bell at 8:05 a.m. All students must have a tardy slip to enter the classroom after 8:05 a.m.

If a student is tardy five times, parents will be notified by the school. After ten tardies, parents may be required to meet with school administration to establish a plan to rectify the problem. In some cases, excessive tardies are required to be reported to Child Service authorities.

In-school tardiness will be dealt with by each classroom teacher.

Illness:

Students should be assessed by parents prior to coming to school in the morning for illness symptoms. Ill children don't learn well when not feeling themselves.

Diocesan Policy states that any student who has a temperature of 100 degrees Fahrenheit or greater must remain home for 24 hours with a normal temperature, prior to returning to school. A student may be re-admitted if free from fever, vomiting and/or diarrhea for 24 hours.

Individuals will be free from the following symptoms for 24 hours, without the use of fever/pain reducers (i.e. Tylenol, Ibuprofen, Naproxen, Aspirin), anti- nausea or diarrheal medication (i.e. Imodium, Pepto Bismol), cough/cold medication.

1. Temperature at or greater than 100.0
2. Runny nose or nasal congestion (not allergy related)
3. Cough (continuous and consistent) (not related to health diagnosis)
4. Headache (not normal for student)
5. Sore Throat (diagnosed with strep return 24 hours from first dose of antibiotic and feeling better)

Injury:

A physician's activity order is required when a child is treated for an injury that will restrict physical activity at school and/or your child needs medical assisted equipment (crutches, splints, etc.) or the use of the elevator. After being cleared of activity restrictions for full participation in activities such as P.E. or recess, a new order is required for return to full unrestricted school physical activity.

State of Missouri Guidelines, Diocesan and St. Elizabeth Medication Policy/Procedures:

Missouri State Law states that school personnel, including the school nurse, are not authorized to practice medicine by administering medicine (including non-prescription medications), giving treatment (other than first aid) or making a diagnosis. In certain circumstances where prescription medicine is necessary for the student to remain in school, the medicine must be in the original container exhibiting a current prescription with the child's name and dosage, accompanied by a signed note from a parent/guardian. All medications will be verified and signed in by the Nurse prior to administering any medication. If there is a need for a student to take non-prescription medication at school, there must be a signed Medication Consent form from the parent/guardian. Such orders are valid for the entire school year and the medication may be sent to school in its original packaging for use when the need arises.

Students are not to carry any medication, prescription or over the counter medication, with them or in lockers/backpack at any time. All self-carry of emergency medication (asthma inhaler, Epinephrine) will be reviewed and approved by the school.

Physical Examinations:

Children entering school must have a physical checkup. Parents are requested to furnish the school with the information obtained from their physician for the school health record file. Current Missouri State Law requires that all immunizations be current. The Diocesan policy requires that immunizations must be on file by the first day of school. A student will be excluded from starting school until all immunization records are received.

Appointments:

Parents are encouraged to schedule necessary appointments outside of school hours. Children who must leave for doctor, dental or other appointments must sign in and out of the office.

Early Pick Up:

Parents who are taking children out of school early must come to the main office first and sign the child out. ECC parents will be given a pass to present at the door of the ECC. Parents who have not come to the office first cannot take their child.

Early Arrivals:

Unless enrolled in the before-school care program, students are not to arrive before 7:45 a.m. All school doors open at 7:50 a.m. ECC begins unloading cars at 7:50 a.m.

Late Pick-up:

Parents are responsible for picking up their students promptly after school. Students must be picked up by the end of carpool (approximately 3:45 p.m.). Any students who have not been picked up will return to the building and wait at the office. Parents will need to enter the school and sign the students out to ensure that all students are safely supervised. For homework crew, which ends at 4:00 p.m., parents are expected to pick students up promptly at 4:00 p.m. Repeated late pick-ups will result in Extended Care fees of \$20.00 per day being assessed to parents.

Smoking Policy:

St. Elizabeth is a non-smoking campus. To promote the health and safety of all students and staff, and to promote the cleanliness of school property, the school prohibits all employees, students, parents and patrons from smoking or using tobacco products in all school facilities. Smoking and the use of tobacco products is prohibited when transporting students, in the carpool line and on all school grounds during the school day or when students are present.

Students who possess or use tobacco products on school grounds, school transportation or at school activities will be disciplined in accordance with school policy.

Wellness Policy:

St. Elizabeth School is soft drink free. Soft drinks are not allowed in school lunches or for class parties or celebrations. Class parties and celebrations are typically held at the end of the school day. Food and drinks served must come from the safe snack list (see "Food Allergies" below).

Cafeteria:

St. Elizabeth offers a hot lunch program for students in grades Kindergarten through 8. Hot lunch is not offered on early dismissal days.

Lunch menus are provided on the Sycamore website. Grilled cheese or chef salad may be ordered in place of the entrée item. All students are allowed to buy extras from the daily menu. Chips, granola bars, water and yogurt are available for purchase to students in grades 3-8. It is the parent's responsibility to let their child know if they are allowed to purchase extras or a-la-carte items. Mrs. O'Connell, the Food Services Director, will limit children's extra items if parents contact her ahead of time.

Each family has a computerized lunch account. Lunches/drinks may be purchased in advance by sending an envelope marked with the family name, homeroom teacher(s) name(s), and amount of money enclosed.

Families will be notified when money in their account is at or below a zero balance. If a family's balance reaches a negative \$100, parents will receive a notification via Pass-A-Note (PAN) and the students will receive verbal notification. If the bill is not settled within 24 hours, the student(s) in that family will be offered grilled cheese and milk only until the bill is paid in full. All outstanding bills must be paid in full before enrollment will be completed for the following year.

Lunchroom visitors are limited to parents/adults only. Visitors must sign in at the school office and obtain a visitor pass. No outside food may be brought into the cafeteria. Visitors are welcome to order a hot lunch in advance.

Food Allergies:

As a community devoted to creating a Christ centered and child focused learning experience, the security and safety of all students is a guiding element of our daily activities and practices. Increasingly

we are aware of students who have limitations in their diet due to allergies and other health related concerns. Strict avoidance is the best way to ensure that students with these food related health issues experience a safe and threat free environment.

To reduce a life-threatening allergic reaction and the possibility of cross contamination, all foods brought into the school for class snacks, birthday treats and class party purposes must be purchased in stores, come in the original packaging, and not be homemade or bakery items. Homemade or bakery items cannot be distributed and will be declined by the classroom teacher. Always make arrangements with classroom teachers before bringing birthday treats to school.

We require parents to choose from the approved brand specific list provided on Sycamore and at www.snacksafely.com when selecting classroom snacks and in selecting birthday treats. By limiting the type of food entering the school, we are better able to ensure a safe environment for our students with nut and food allergies, other food related health conditions, and of course encourage healthy eating habits.

Food from the St. Elizabeth cafeteria is nut free and a list of ingredients for food items will be available. Additional cafeteria practices will ensure safety in the lunchroom, including separate eating areas, and hand and table washing. Students may bring peanut or other nut items in their own school lunch.

School Supplies:

A list of necessary school supplies is sent to parents at the end of the school year for the following school year.

School Closings:

School closings due to extreme weather or other severe emergencies will be announced via the Twilio call system, parent e-mail communication, posted on our Sycamore Education school site, and St. Elizabeth School website. Information may also be found through local radio and television stations. St. Elizabeth closings will be included with the group identified as: Southwest POD Schools, Kansas City/St. Joseph Diocese.

As safety is a primary concern, the school will prudently evaluate the predicted and current weather conditions in making the decision to cancel school. When a significant weather (snow or ice) event is reliably predicted, the principals of the SW POD will collaborate in making the decision to cancel school. Data from Accu-Weather along with local school closings will be utilized in this decision making process.

Parents/guardians may, at their discretion, choose to remove their children from school when they believe weather or streets are hazardous. In these cases, students must be dismissed through the school office.

In the event of school closing due to the weather, all extracurricular activities scheduled for the afternoon and evening will be cancelled also. This includes athletics, scouts, etc.

If extreme cold is a weather issue, the following criteria will be used:

Predicted or actual temperature of 10 degrees below zero at 8:00 a.m., along with snow and ice accumulation, street conditions, as well as wind chill factors.

Lost and Found:

The school's lost and found is located in the cafeteria and the gym. Students and parents are reminded to check this location if an item is lost at school. PLEASE PUT NAMES ON ALL ITEMS COMING TO SCHOOL. This makes returning lost items much easier. The Lost and Found area will be cleared frequently and unclaimed items will be sent to local charities.

Forgotten Items:

Essential articles or items for children may NOT be delivered to students in the classroom. They are to be left at the school office. School staff will notify your child's teacher that the item has been delivered.

Messages:

Telephone messages cannot be delivered to students in the classroom unless there is an emergency situation. Students may use the classroom phone only with the permission of their teacher.

Withdrawals:

In compliance with federal law, school records cannot be released to another school without parents' written permission. If a family moves, the student's new school will send a request for records. No records can be released until all financial responsibilities to St. Elizabeth are met. Parents are asked to inform the school of the date they plan to leave by filling out a withdrawal form.

Parking Lot and Playground:

During school hours and extended care, the church parking lot is blocked off for playground areas. However, in cases of a funeral and some parish activities, a portion of the playground will have barriers posted for parking. Students are expected to avoid the parked cars on these days. Orange cones or signs will indicate changes in parking or carpool procedures. Please help us keep students safe by adhering to these directives.

The parking lot and playground are reserved for exclusive use of the Extended Care program from 30 minutes after dismissal until 6:00 p.m. on school days.

Insurance:

St. Elizabeth School and the St. Elizabeth Athletic Committee provide each student with accident coverage in addition to that which the student may be eligible for through their parents or guardians. This insurance will pay for out-of-pocket expenses such as deductibles and copayments for accidents that take place on school property or at school-sponsored events. Claim forms are available in the school office.

Volunteers:

Parents are encouraged to become involved in school activities. All persons working with children in the Diocese of Kansas City/St. Joseph must meet the following requirements:

- Have an active Virtus account (www.virtus.org)
- Complete the Ethics and Integrity in Ministry (EIM) module on the Virtus site
- Submit a background check on the Virtus site -- There is no cost to you for this and it is valid for five years.
- Attend a Protecting God's Children workshop

All volunteers who drive on a field trip are also required to provide the school office with a copy of their driver's license and current insurance card.

The CPTA coordinates volunteer efforts, which include being teacher aides, room parents, library aides, testing assistants, lunch program assistants, etc. Athletic volunteers are coordinated through the school board athletic committee. Names of current CPTA officers and Athletic Committee members are listed in the annual school roster and on the school webpage or may be obtained by calling the school office.

Communication:

The philosophy of St. Elizabeth School reflects the belief that the education of our students is best accomplished when parents and school personnel work as partners. Please keep the school informed of any good news, issues or any situation your child(ren) may be experiencing which may affect school performance or behavior.

Problems should be solved at the most immediate level whenever possible. Persons with concerns about a teacher should first attempt to address the concern with the teacher, either by phone or email. **Please allow 24 hours for a response. If you would like a conference with a teacher, please make an appointment in advance.** Teachers are busy professionals; they are not able to give the appropriate time or attention necessary for a profitable conversation when it is unplanned. If an attempt to solidify a meeting with a teacher fails, please contact the principal.

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at risk. Parents will be promptly notified of teacher concerns. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Sycamore is the primary communication tool. Please check this site regularly to keep abreast of important and current information. Login information for using the Sycamore school information site will be sent via email to all new school families. Returning families will have the same login information as the previous year.

Weekly email updates will be sent to all school families. All parents are expected to read all emails and announcements on Sycamore.

All families will have access to a school handbook online through the Sycamore portal and the school website. School lunch menus can be found under the Cafeteria tab on Sycamore. Additional information is also continually posted on the Sycamore portal.

Conferences:

All parents are expected to attend parent/teacher conferences scheduled at the end of the first quarter and the third quarter of school. Additional conferences may take place throughout the school year at the request of parents, teachers or administration.

Acquired Immune Deficiency Policy:

Students or St. Elizabeth staff members having evidence of the HIV virus infection, or symptoms associated with AIDS or AIDS-Related Complex (ARC) will not be restricted from the school or work setting unless such action is recommended after a medical review. A more complete explanation of this policy is available in the diocesan manual.

Asbestos:

St. Elizabeth School complies with federal and state regulations governing asbestos, asbestos removal, asbestos files, and public notification of the presence of asbestos in any buildings. A detailed explanation of the asbestos management plan may be given at the individual's request; however, an appointment must be made according to the EPA regulations.

Safety Information:

Students' personal belongings may be searched by administration when there is suspicion of an illegal substance, harmful objects, or concerns about the well-being of any student, family or staff member. This includes phones and electronic devices. Police and parents will be notified if evidence is found.

Faculty Meetings:

Faculty meetings will be held every Monday after school.

Tutoring:

In partnership, parents and teachers may decide that additional instruction in the form of tutoring would be beneficial to support student success and attainment of skills. A list of teachers and staff who may

be available to be engaged in tutoring services is accessible on Sycamore. Parents and teachers working together can determine the right fit for tutoring services.

These guidelines are designed to provide guidance for parents and tutors. Teachers at St. Elizabeth School who choose to take part in private fee-for-service tutoring will follow these guidelines.

It is the requirement of St. Elizabeth School that:

- This tutoring must occur outside of the workday.
- All Protecting God's Children policies are followed.
- Materials provided for St. Elizabeth School students shall not be used for private fee-for-service tutoring (except materials issued to the student—e.g. textbook, workbook etc.)

ACADEMICS

St. Elizabeth School is accredited by the Missouri Nonpublic School Accrediting Association Ed.

Grading Scale:

A+ = 100	B+ = 92	C+ = 83	D+ = 73	U = 67 and below
A = 99-94	B = 91-85	C = 82-75	D = 72-70	
A- = 93	B- = 84	C- = 74	D- = 69-68	

Report Cards/Grades:

Parents have access to their child's grades on the Sycamore website. Reports Cards are posted on Sycamore on a quarterly basis (approximately one week after the quarter ends). All reporting requires parents' electronic signature within one week of grade posting.

Honor Roll Requirements:

All areas of study and adherence to the St. Elizabeth Code of Conduct are included for honor roll consideration.

Suspension, infractions for cheating, and excessive detentions (3 or more in a quarter), automatically make a student ineligible for Honor Roll consideration for that quarter.

A Honor Roll = all A's with one B allowed

B Honor Roll = all A's and/or B's with one C permitted

Homework:

Homework at St. Elizabeth Catholic School is an essential part of the school program. All children, grades Kindergarten-8, are expected to spend some time after school engaged in homework. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines for Student Success

- Always do your best work
- Record directions for homework in student planner
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments

- Complete any work missed due to absence from class
- Understand how homework will affect your class grade
- Talk to your parents and teacher if you are having difficulty with homework
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects
- Expect math and reading homework each night
- Stay in the loop through Sycamore

Homework Policy Guidelines for Parent Success

- Be familiar with the philosophy and guidelines of the homework policy
- Check your child's assignment notebook
- Provide a time and place to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher in a timely fashion with questions or concerns especially if your child exceeds the allotted time frame
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects
- Expect math and reading homework each night
- Stay in the loop through Sycamore

Homework Policy Guidelines for Teacher Success

- Assign homework on a regular basis in keeping with the homework policy
- Assignments may be on a daily basis or of a long-term type, such as a report
- Students are to understand clearly all homework assignments
- Require that each student have a student planner
- Homework may take the form of class, group, or individual assignments
- Group projects should not be assigned as homework, unless students can work on their individual parts independently
- Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked and when appropriate, corrected and returned to students in a timely fashion.
- Specific policies/practices of teachers are to be submitted to the principal and clearly communicated to students and parents
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects
- E-mail responses expect a 24 hour reply

Homework Policy Guidelines for Administrator Success

- Include this homework policy in all teacher, parent and student handbooks
- Require teachers to communicate homework policy to students and parents
- Make certain that teachers are implementing the homework policy consistently and uniformly
- Assist teachers, when necessary, in implementing this homework policy
- Observe use of homework during classroom visits
- Review homework samples and assignments periodically
- Give suggestions to teachers, when necessary, on how assignments could be improved

Time Frame of Homework Assignments

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact

your child's teacher for assistance. Students are encouraged to use any school allotted study hall and available work time during the school day to complete assignments.

Homework Guidelines	
* Reading also includes having adults reading to children.	
Kindergarten	Up to 15 minutes of reading* per night, Monday through Friday
Grade 1	15 minutes of reading* per night 15 minutes of homework each night, Monday through Friday
Grade 2	15 minutes of reading* per night 20 minutes of homework each night, Monday through Friday
Grade 3	15 minutes of reading* per night 30 minutes of homework each night, Monday through Friday
Grade 4	45-60 Minutes of homework each night, Monday through Friday Students may be required to spend time on the weekends for any long-term assignments and required reading
Grades 5 & 6	60-90 minutes of homework each night, Monday through Friday Students may be required to spend time on the weekends for any long-term assignments and required reading
Grades 7 & 8	Students in Junior High may expect 1 to 2 hours of homework per night. Homework will be kept to a minimum on weekends. Long-term projects and required reading will always require a commitment to homework on the weekend.

All students should be encouraged to read for pleasure on weekends and vacations.

If a student is experiencing difficulty, parents/guardians have the option of signing off at the upper time limit for completing homework, **if** the student has worked studiously and has produced quality work.

Major projects may include research papers, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes of homework per night.

Late Work Policies:

Students are expected to turn work in on time. All assigned work is valuable and therefore it is a requirement to complete each task in an acceptable form. Teachers will not accept work that is incomplete or of poor quality. Best effort is the expectation.

Students who turn in late assignments may experience one or more of the following consequences:

- Partial credit
- No credit
- Incomplete on grade card
- Missed reward or activity
- Communication with parents
- Extracurricular ineligibility

Junior High Late Work (Grades 7 & 8)

- One day late up to 75% credit

- Two days late up to 50% credit
- More than two days late, no credit but still required

Make Up Work:

Students who miss work because of an absence will receive the opportunity to make up the missed work. Students are given one calendar day for each day absent, plus one extra day, to turn in their work. For example; if a student misses 2 days of school they will have 3 days to complete and turn in work. This time frame starts on the day they return to school. If your student misses more than 2 days of school, please consult their teacher. It is the student's responsibility to get work missed due to illness or absence. Teachers will have the work readily available. Work due on the day of the student's absence should be turned in on the day the student returns to school. If a student is absent on the day of a quiz or test, it will be made up on the day the student returns.

Standardized Testing:

Standardized testing has many purposes. It is used to assess program and curricular alignment, student growth, and areas to target for improvement. The Iowa Assessment will be administered in paper/pencil format to all 3-4 graders and online to all 5-8 grade students. Iowa Cognitive Ability tests are administered to all 4 grade students annually.

Fifth and eighth grade students are administered the Assessment of Catechesis/Religious Education (ACRE) test to help school, parish and diocesan leaders evaluate the faith, knowledge and attitudes of students in Catholic schools and parish- based religious programs.

Failing Grades:

Students who fail one quarter of any core subject in 5th-8th grade will follow a probation plan to support future success in that content area. Students who fail more than one quarter of any core content may have to seek credit recovery especially if there are two consecutive quarters of a failing grade. Parents and students will receive notification and options for credit recovery will be provided. All payment for credit recovery programs is the parent/family responsibility. Students cannot graduate from St. Elizabeth with failing grades on the exit transcripts.

Promotions and Retentions:

Promotions and retentions are decided upon by the principal, parents and the respective teachers. Final responsibility rests with the principal.

PROPERTY ISSUES

School Property:

The school building, grounds, furniture and equipment are the property of St. Elizabeth Parish. School property has been purchased and maintained at great cost and effort by the parishioners over the years. Students are expected to treat all school property appropriately and carefully. If a student should act in disregard to the care and appropriate use of the St. Elizabeth facilities, disciplinary and monetary consequences may result.

Textbooks:

Student textbooks represent a very costly item in the school's operating budget. The school has an ongoing plan to update some student textbooks each year. All textbooks and library books are the property of the school. Use of them is included in the registration fee. Students are expected to handle all books with care and respect. Students/parents are charged for replacement of damaged/lost books. Teachers will evaluate the condition of textbooks before issuing them for use with students.

Lockers/Desks:

Fourth, fifth, sixth, seventh and eighth grade students are issued lockers for their textbooks, folders, coats, lunches, etc., and such items are to be kept in the locker in an orderly fashion. Students should secure lockers with a lock at all times. Students must purchase locks from the school. No tape, stickers

or anything else that defaces lockers are allowed. The school is co-tenant of the lockers and desks and reserves the right to inspect them at any time without notice. Continually breaking locker rules will result in the loss of locker privileges. Teachers in each grade will establish guidelines for appropriate locker visiting times.

Cell phones:

Students may not use their personal cell phones at any time during the school day. Cell phones must be kept in backpacks in lockers. If a student uses their phone during the school day, the phone will be given to a school administrator. Parents will be required to make arrangements to pick up the phone.

Wearable Devices:

Devices such as SMARTwatches or Fit Bits that have email or texting capabilities are not allowed.

ST. ELIZABETH SCHOOL TECHNOLOGY

Mission Statement:

Embrace the potential, and master the responsible practice of digital technology in the teaching and learning environment. (Revised April 2017 STEM Committee)

Technology Website: bit.ly/STE_Tech

Philosophy of Educational Technology Use:

Teachers and administrators at St. Elizabeth School will use developmentally appropriate technology to enrich the classroom environment and support instruction while utilizing best practices to promote student learning.

1. Technology will function as a management tool
 - Teachers use technology to inform parents and students about current events, curriculum, instructional information and assignments.
 - Teachers use technology to communicate with parents regarding school and academic concerns.
 - Teachers use technology to record student data such as attendance and grades, which can be quickly and accurately collected and easily accessed and shared.

2. Technology will function as a medium of instruction
 - Teachers provide opportunities for students to learn through the use of varied and appropriate technology tools, focusing on “best practice” educational strategies.
 - Teachers provide clear directions and expectations regarding technology to support student learning while limiting time, access and content to appropriate levels.
 - Teachers model the responsible use of technology and provide support and supervision to encourage positive and productive use by students.
 - Teachers continue to learn and apply new modes of technology to improve their skills as professional educators.

3. Technology will function as a tool for learning
 - Students use available technology to seek information, research and collect data, solve problems, create, communicate and display learning in an array of formats.
 - Students identify the connection to educational concepts and technology use in their work as a student at St. Elizabeth School.
 - Students use available technology in responsible and appropriate ways to support their learning.

Technology Acceptable Use Policy:

St. Elizabeth School has established a campus computer network with Internet access to enhance the school’s curricular programs. The school retains the right to place restrictions on the use of the school’s

computers, printers, and all electronic devices used by students and staff, as well as on material accessed or posted using the Internet forum.

The Acceptable Use Policy includes the misuse of the Internet in school and, when related to any element of the St. Elizabeth Community, including actions outside of school. Slander and/or disrespect toward anyone in the St. Elizabeth School community will result in disciplinary action.

1. St. Elizabeth provides chromebooks, video equipment with Internet access and allows personal E-readers, to support the school's educational programs. Technology usage is always limited to school approval. Use for entertainment, commercial or other—is not allowed.
2. Printing on the school's network is a privilege and subject to the restrictions and policies established by the school. Staff shall refrain from printing personal materials on school printers.
3. Users are responsible for all computer activity that occurs under the use of their password. Passwords are to be strictly respected. If a student uses someone else's password without that person's consent, it is theft and a violation of the acceptable use policy.
4. All users on the computers, the campus networks, and the Internet are expected to act in a manner that is representative of the school and its mission. Users will observe proper "netiquette" at all times.
5. Users may not reconfigure or tamper with the system files, security system, or operating system on any computer or attempt to access or alter such files. This is a violation of the acceptable use policy and may be subject to criminal charges and restitution costs.
6. Users may not copy software or information to or from the school's computers without proper authorization. This would be considered a copyright infringement.
7. Users may not use information downloaded from another source or document (cut and paste) and use it as their own without the use of proper citation when allowed. This would be considered plagiarism and is regarded as academic dishonesty (see cheating).
8. Users may not use the network to access material or sites that are profane or obscene as defined by the school and/or advocate illegal or immoral acts. If there are any questions about educational projects that would involve possible access of such material, prior explicit permission must be given from the responsible teacher, administrators, and parents.
9. Inappropriate digital communications are serious offenses. Such actions are a violation of the technology agreement and student code of conduct; and subject to serious consequences. Examples of this are using or printing vulgar or obscene language, visiting sexually explicit sites, posting private information about others, engaging in personal attacks, or being disrespectful of other individuals, schools, or cultures.
10. Students in grades 3-8 will receive a school provided Google password and account, with email privileges for grades 5-8. This account will be used for curricular and school related activities and not social or personal subscriptions. The school owns any communication sent via this account. Parents have access to their student(s) account. Administration has the right to access any material in student accounts.
11. Usage of social media by a St. Elizabeth student should reflect the student code of conduct set forth in the student handbook. Any content including pictures and video, posted online or social networking sites should reflect positively on the student and St. Elizabeth School. Misuse of this technology will result in school disciplinary action.
12. The school reserves the right to monitor all use on the network.
13. In the event that content is blocked, users are not permitted to exercise any workarounds. Requests will be considered and permissions will be realigned if content is found to be appropriate for educational objectives.
14. Students and parents are financially responsible for any negligence or damage to the school equipment as a result of improper or irresponsible use.
15. Parents/Guardians must partner with the school to guide students in responsible and moral use of technology devices. Parents/Guardians must stay abreast of software applications and social media use by their children to ensure the safety and wellbeing of their child and all members of our community.

16. St. Elizabeth School will not be responsible for any personal devices lost or damaged at school.

Appropriate Use of Chromebooks and School Google Accounts

- Research for a class assignment
- Typing and sharing assignments with teachers
- Creating class presentations and projects
- Logging service hours
- Checking grades/assignments on Sycamore
- Completing homework assignments
- Communicating with teachers about school work
- Collaborating with classmates on projects and activities
- Accessing music or videos assigned by a teacher
- Accessing videos or other media as part of research for a class assignment
- Working on Spelling City/HMH player/Science Ed Dimensions/Reading program
- Accessing online textbooks and other educational resources
- Playing Kahoot, Quizlet Live, or other quiz style product in class
- Taking quizzes or tests

Inappropriate Use of Chromebook and School Google Account

- Installing apps and extensions that are deemed non-academic
- Accessing inappropriate or non-academic resources, including any social media and extensions
- Using Google Apps and/or any tools for “chat” in non-academic communication
- Watching videos for entertainment
- Streaming music
- Playing games for entertainment
- Sending personal emails to classmates or others outside Saint Elizabeth School

Consequences for Misuse (Grades 5-8)

Students have read and reviewed the expectations from the Saint Elizabeth Technology Acceptable Use Policy along with other expectations and have signed to acknowledge acceptance.

Repeated mis-use will be regarded as academic misconduct and school policies will be enacted.

Any violation = Recess/Lunch reflection period, with parent notification, and provided a Blue Book for a writing reflection exercise

****Late arrival for recess/lunch reflection earns an additional reflection period****

Reflection Writing Prompts

- Please write why you are having to reflect on your behavior. Be specific.
- What is your plan so this will not happen again?
- Do you need to apologize to anyone for your behavior? If so, to whom and for what?
- Please list 5 positive things about yourself and how they can help you make better choices in the future.

In order to ensure that the Acceptable Use policies are followed, St. Elizabeth School:

- Reserves the right to randomly check any computer, tablet, E-Reader, phone, or video equipment, as it deems necessary.
- Has the right to restrict or terminate network or Internet access at any time for any reason.
- Has the right to further monitor network activities, student files, and student communication in any form that it sees fit to maintain the safety and the confidentiality of the computer facilities and to enforce the provisions of this policy including cooperation with law enforcement agencies.

Failure to comply with these acceptable use policies will result in any or all of the following:

- The suspension or withdrawal of computer, network, and Internet privileges at school.
- Disciplinary action involving administrators, parents, pastor, and legal authorities if necessary.
- Financial responsibility for any damage done to the school's resources including the financial responsibility for a consultant's time to analyze and repair any such damage.

Internet Safety Pledge – Grades 3-8 (adapted from NetSmartz)

I understand posting information and images that could put me at risk, embarrass me, or damage my future is unacceptable behavior. I understand that this includes sharing or posting:

- cell and home phone numbers
- home address
- sexual messages
- inappropriate pictures and videos as determined by pastor and administrators

I understand that the following is disrespectful to others and is inappropriate behavior:

- posting anything rude, offensive, or threatening
- sending or forwarding images and information that might embarrass, hurt, or harass someone
- taking anyone's personal information and use it to damage his or her reputation
- posting images of others without their permission

I understand that I must protect myself online. If someone is making me feel uncomfortable or making rude or offensive remarks, I will:

- not respond
- save the evidence
- tell my parent, guardian, or another trusted adult
- report to the website, cell phone company, cybertipline.com, or the police

(Students will bring home a copy of this document and return it signed to the classroom teacher.)
Additional information regarding St. Elizabeth technology is found on the school website.

Diocesan Social Media Policy:

Parents may identify who may communicate with their minor children and by what means. Parents and guardians will be copied into all written or text-based communications except those that occur on an official social networking site or online community administered and maintained by the ministry, parish, or school pursuant to the terms of diocesan policy and approved by parents or guardians.

Local Social Media Policy:

There are many popular messaging apps and extensions that kids use, and they are popping up all the time. That's why it's important to talk to your kids and to help them develop critical thinking skills about staying safe in their digital lives: safety is typically more about how you use an app than what particular app you use.

As parents, it's important to keep the lines of communication open and to work together to figure out what is appropriate for your family in terms of safety, privacy, reputation and time management. It generally just works better to talk with your kids about their favorite tools – with genuine interest, not fear – because they're more likely to come to you when they need help, and you're much more likely to be kept in the loop about all the cool technology that they use and you get to learn about. For example, <https://www.connectsafely.org/a-parents-guide-to-snapchat/>.

As part of our curricular and instructional practices, teachers guide students toward appropriate materials, applications and sites. Outside of school, families bear responsibility for such guidance as they also exercise with respect to other informational and entertainment resources such as television, telephone, movies and radio.

Understanding that the school is not an investigative institution, improper use of social media by students, should first be addressed by networking with other parents in an effort to help all students feel safe and engaged in their parish and school community. Local Catholic schools do collaborate with one another to address social media issues that may occur across our Catholic school community. If such improper use, supported by documentation/evidence, is brought into the learning community, affecting the positive and safe learning environment, consequences related to being a student at St. Elizabeth School may be enacted. Documentation/evidence should include specifics regarding what happened and when and should be accompanied by screenshots or other verifiable information. All illegal activity will be turned over to the authorities as warranted. Most social media sites require users to be 13 years and older.

DISCIPLINARY POLICIES AND PROCEDURES

St. Elizabeth School operates on the belief that God is present in each and every member of the school community: parents, students, teachers, administrators and support personnel. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others.

Students at St. Elizabeth School will:

- be respectful
- use self-control
- contribute to the learning environment

The development of such behavior in students is a dual function of the home and of the school. Accordingly, all students are expected to behave with respect for themselves, other students, their parents, teachers, and other members of the community. Students are best able to develop habits of respectful decision making when inappropriate decisions are pointed out, and the student is allowed to examine his/her decision-making process and to decide where it went awry.

Each student is an individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. When children see a reasonable connection between their behavior and the resulting consequences, the opportunity for children to learn from their mistakes increase dramatically.

The St. Elizabeth faculty and staff use a variety of disciplinary philosophies, including Love and Logic by Jim Fay. This philosophy applies especially to the use of natural consequences. Conflict resolution and self-regulation/self-control are areas supported in the use of the school-wide Second Step program, created by the Committee for Children. We have parent resources available in both of the mentioned programs.

Jesus left us with two great commandments - to love God above all things and to love your neighbor as yourself. These teachings allow us to form our expectations for student behavior in the framework of Christian living in accordance with our school mission statement.

CORE BELIEFS OF OUR SCHOOL

Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.

- Students will be guided and expected to solve their problems, or the ones they create, without creating a problem for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.

- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Individual Classroom Rules:

Teachers generate the rules and decide upon the consequences for their individual classrooms, based on the code of conduct and strive to create consistent practices and hold high expectations.

All teachers agree to provide consistency in discipline. This means that when there is a problem it will be addressed; and when there is misbehavior, it will be addressed. Consistency does not mean that every teacher will react in the same way. Every effort will be made for the consequence to be a logical result of the behavior.

Referral to the Principal:

A student may be immediately referred to the principal for actions that indicate a serious disregard for school property, school policy, or student or staff safety. Parents will be notified if the situation warrants.

Cheating / Academic Dishonesty:

Cheating is a direct violation of the student code of conduct and the application of the Christskills.

Cheating infractions include plagiarism, copying another student's work, making your work available for other students to copy, and obtaining assessment materials or questions prior to a test. Any cheating on schoolwork, homework, or tests will result in a grade of zero. Schoolwork may be retained by the teacher.

Junior High (7-8 grade):

Cheating on an assignment will result in a grade of zero and an automatic detention. If a student is caught cheating a second time, they will receive a zero on the assignment and out of school suspension. Suspension results in ineligibility to participate in extracurricular activities for that week. Every incident of cheating, or academic dishonesty, will result in the loss of any honor roll recognition.

Parents will be notified in all instances.

Aggressive Behavior:

Children may react in a physical manner for a variety of reasons and, although not unusual, it is not acceptable behavior. Maintaining every student's safety and well-being is a primary focus. When a student acts in an aggressive manner, every effort will be made to calm the child, understand the situation and redirect behavior. A student who intentionally, or by lack of self-control, harms another student in an aggressive and physical manner will be separated from the class for a period of time (potentially the remainder of the day). The student may be directed to the administrative office, to the counselor or the resource center. Parents will be notified and an incident report will be filed. Repeated aggressive behavior will be addressed in each unique situation by teachers, parents, administrators and other staff members to support the student in practicing safe and acceptable behavior.

Leaving School Grounds:

No student may leave school grounds during the day without permission. Any truancy will subject a student to suspension.

Suspension / Expulsion:

The decision to suspend or expel is always at the discretion of the principal in consultation with the pastor and may be exercised at any time.

Any of the following may result in immediate suspension or expulsion:

- Carrying or use of weapons
- Possession, sale, or use of any narcotic, drug or alcohol.
- Willful vandalism, damage or theft of property
- Use of tobacco, vaping, or electronic cigarettes on school grounds or at school sponsored activities.
- Violations of acceptable technology use for students.
- Defiance by word or action to any member of the school staff.
- Deliberate truancy.
- Gambling
- Violence and aggressive behavior
- Threatening words or actions in writing or on social media
- Any other serious offense

Any student suspended from school (in school or out of school) will be ineligible for extracurricular activities for the weekend following the suspension. Parents of students who are serving in school suspensions may, in some cases, be required to pay for the substitute teacher, a supervisory requirement. This cost is \$90.00.

Students suspended from school are ineligible for honor roll for the academic quarter of their suspension.

Students who are on suspension must complete all class assignments in order to remain current and to aid in their returning to classes. The student will receive no credit for daily work. Long term assignments due and tests taken during the suspension period will be accepted if submitted in a timely manner.

The teacher or administrator reserves the right to carry out disciplinary measures for any offense or misconduct related to school, even if not specifically mentioned as part of the handbook or on the disciplinary form, which jeopardizes the safe and Catholic atmosphere of the school. The administration is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause at his or her discretion.

-Sister Mary Angela Shaughnessy, SCN, JD, PhD., NCEA Notes, September 1999

Students should remember that their behavior outside school reflects on St. Elizabeth School and Parish. The aforementioned behavioral standards are expected to be maintained at all parish, community and school events. Students using a variety of communication tools, especially via social messaging and cell phones, should be aware that engaging in inappropriate, or in some instances illegal activities with these media devices, could result in serious consequences including suspension, expulsion, and/or police intervention.

Occasionally, a student will make a poor decision. Teachers will discuss that decision in a private manner with the child while engaging in conversation about alternative decisions and consequential solutions.

Accountability Cards (Grades 5-8):

Teachers use these cards to document specific behaviors that cause learning problems or behavior issues in class. The cards assist the students in taking responsibility for their choices. The cards allow teachers to see what behaviors occurred and when, and to communicate those issues accurately with parents / guardians. If a student fills a card (5 checks for students in grades 7th and 8th and 7 checks for students in grades 5th and 6th) a detention will be issued and a detention slip will go home to the parents. This could result in a check mark on the report card. The card will be maintained in each homeroom. Students will receive a new accountability card each quarter.

Detention:

Detentions are used as one possible consequence for 5th through 8th grade students. Detentions are used for serious violations including disrespectful behavior towards teachers, staff, other students, or damage to school property. A filled accountability card will also result in a detention. The goal of detention is to change or replace certain behaviors. Three or more detentions in a given quarter automatically results in Honor Roll ineligibility.

A detention is most meaningful when served as soon as possible after it is issued. The first infraction will result in a lunch recess detention, held during the student's first lunch/recess period that follows a filled card. In the event another detention should occur, it will be held after school on a Thursday that immediately follows the date the detention was issued. Detention for 5th and 6th grade is 3:30pm to 4pm; 3:30 to 4:30pm for 7th and 8th grades. When appropriate, detention activities may include, but are not limited to; writing a reflection on behavior or academic items identified on the filled accountability card, school services such as cleaning, helping a teacher, or other service activities, etc. The goal of detention is to change or replace certain behaviors. Detention is held each Thursday. Lessons, appointments, practices, tutoring or other conflicts will not take precedence over a detention.

The student will bring home a detention form to be signed and returned the day following the issue of the detention. Failure to return or get the detention notice signed, results in another detention.

A student who receives a number of detentions clearly indicates an unwillingness to abide by the code of conduct of our school. We recognize that students often express themselves behaviorally and every effort will be made to meet student needs and assist in appropriate solutions for communication.

This will be the protocol related to receiving more than 2 detentions during the school year.

- When the 3rd detention is earned, parents will be contacted to conference with the teachers and the student to develop a plan designed to help the student gain control of either behavioral or academic issues. Parents will work closely with their student and teachers to help the student successfully follow the plan. Parent support is essential. Administration will be notified.
- If a 4th detention is earned, a review of the plan will occur with administrators and teachers in contact with parents, working to make adjustments as needed to the academic or behavioral plan and to help the student reflect on the situation and avoid further detentions
- Upon earning the 5th detention a student may face an in-school suspension which may require parents to be responsible for the payment of a substitute teacher (\$90.00) A new behavioral or academic plan will be drafted with the student's needs in mind. School related privileges may also be revoked at this time. Privileges may include but are not limited to; extracurricular participation, field trips, assemblies, or programs and special events. (dances, award dinners, graduation related events or school traditions)
- If a 6th detention would be earned; the student, parents, administration, and pastor would meet to discuss the seriousness of the situation and make decisions that keep student's needs, school environment, and respect for others, clearly at the forefront of the decision making process. Suspension or other accommodations may result. School related privileges may also be revoked. (see explanation listed above)
- Any further detentions may result in suspension and/or expulsion but will be handled in consultation with the pastor, administration and parents.

***The administration reserves the right to determine the consequence dependent upon the severity of the issue or concern.**

Extracurricular Eligibility Policy (Grades 7 & 8):

The Diocesan Eligibility Plan approved by the Catholic Conference Board states that, "Academic eligibility should be used to ensure every child is working to his/her capability. It is a weekly check of academic performance." In addition it states that, "When inappropriate behavior or poor academic performance is a result of, or related to, sports, then this policy should be used." We interpret this policy to include all extracurricular school activities including athletics, choir, band, etc.

The Administration and School Board of St. Elizabeth School believe, as do our school parents, that our students put forth their personal best. We are comfortable making that assumption as long as all assignments have been completed and turned in. However, if a student with less than a C- average in a class chooses not to hand in a given assignment, he/she will receive a zero for the assignment and an athletic ineligibility the following week. Any student who is ineligible for three weeks in a row will be denied eligibility for the rest of the academic quarter.

Any student suspended from school (in school or out of school) will be ineligible for the weekend following the suspension. Final authority and decisions on eligibility rest with the principal.

All school discipline policies are aligned with diocesan disciplinary policy.

DIOCESAN CHRISTIAN BEHAVIOR POLICY

I give you a new commandment: Love one another as I have loved you. John 13:34

We are representatives of Christ on earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of staff, students and families is the high bar of the Gospel. Students, staff and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting/roasting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Peer Conflict:

Children sometimes experience conflict with other children. This conflict can be associated with mean or unkind behavior. It may even have an element of aggression or an impulsive reaction. This conflict is not typically bullying, but rather an effort for children to manipulate their environment.

Sexual Harassment is treating someone inappropriately based on their gender. Incidents of sexual harassment may involve words, actions, gossip, threats, pressure, or unwanted attention. Students often feel conflicted about unwanted sexual attention and therefore fail to report it. Teachers must encourage the treatment of others to include respect and dignity especially as it relates to their interactions with persons of the opposite sex.

Additionally, remarks and actions that include references to homosexuality that are meant to demean, humiliate, and embarrass others are never to be tolerated. Sexual Harassment may become a bullying situation when either the actions and words or the targets are consistent.

Cyber-bullying is bullying activity communicated through formats including but not limited to; e-mail, IM, PAN's, texting, social networking, Skype, YouTube, or other electronic publications which causes material and/or substantial disruption to school activities regardless of geographic origin and will not be tolerated. The school will take appropriate actions in response to cyber bullying, including notification of law enforcement officials when appropriate. Students and families are encouraged to notify school authorities immediately and document the activity.

Prior Learning activities such as stories, role playing, theatre performances, movies, puppet shows, etc. are included in curriculum where appropriate to inform, educate, and empower students to recognize, report, and if able, to stand up against bullying behaviors.

CHRISTIAN BEHAVIOR RECOGNITION

As a community, parents and teachers at St. Elizabeth School are working to educate the students in making appropriate moral decisions. All students are taught the eighteen Christskills. The Christskills are perseverance, patience, forgiveness, initiative, stewardship, hard work, generosity, sense of humor, curiosity, flexibility, problem solving, responsibility, love, cooperation, faithfulness, organization, integrity and humility. The students are asked to make daily decisions based on the Christskills. Teachers recognize positive behavior in many ways in their classrooms throughout the year.

Christskill Cards (Grades 5-8):

Teachers use these cards to recognize behaviors that demonstrate the Christskills. This card allows students to see the good choices they make. Once a student fills all 5 spaces on the card, they may either turn it in to their homeroom teacher for recognition, or students may retain the card and turn it in once they earn 4 accountability checks to receive a new accountability card.

SAFETY

St. Elizabeth follows the outline of the Missouri Safe Schools Act (1998) as it applies to a private school setting. Section 167.161 requires that a student who poses a threat to self or others as determined by findings of the principal or superintendent by general rule must be immediately removed from school. Parents, administrators and the pastor will work together to support the students' and school community's wellbeing and safety.

Child Abuse and Neglect:

The staff at St. Elizabeth (including teachers, administrators, clergy and support staff) are mandated by law to report perceived concerns related to child abuse and/or neglect. Child abuse or neglect may include imminent risk of death, serious physical or emotional harm, sexual abuse or exploitation of a child, or excessive absences or tardies.

Building Safety:

All school doors, including those at the Early Childhood Center, are kept locked throughout the school day. Visitors, including parents, must check in at the school office and receive a visitor's pass. Parents are not permitted to go to a student's classroom unannounced. Conferences with teachers must be scheduled when the teacher is free to fully participate and not responsible for students.

Emergency Procedures:

Each classroom and building has established and posted procedures for dealing with fire, tornado, earthquake, bomb threats, and intruders. St. Elizabeth School practices drills for these events throughout the school year in all departments.

St. Elizabeth Carpool Procedures

For parents with their YOUNGEST in 1st-8th grade

DROPOFF—Start by heading south on Wyandotte and turning left (east) on 74th Terrace. Turn right into the STE parking lot and stay in the "right lane". Proceed to the designated spots numbered 1-5 to drop off your children. For everyone's safety, please have students exit from the driver's side of the car whenever possible. Students will then proceed to their designated entrance (1st through 6th = main entrance, 7th/8th grade = the green metal staircase). You will then safely and carefully merge with the traffic from the ECC spots 6-9 and proceed to exit between the gym and Euston's.

DISMISSAL—Will occur in the same manner. You will be given a designated spot number upon entering the parking lot. Please remain in that spot so that students know where to go.

For parents with students in the ECC building (INCLUDING those with older kids in the main building):

DROPOFF—Start by heading south on Main Street and turning right (west) on 74th Terrace. You will then turn left and stay left closest to the ECC building to drop off all your students in spots 6-9. Staff and safety patrol students will escort the ECC children out of the car and walk them to their classroom. If you have older students, they will walk on the sidewalk to their designated entrance (1st through 6th = main entrance, 7th/8th grade = the green metal staircase). Once all vehicles in spots 6-9 are ready to move, a staff member will stop the incoming traffic and allow the vehicles in spots 6-9 to move. You will then safely and carefully merge with the traffic from spots 1-5 and proceed to exit between the gym and Euston's.

DISMISSAL—Will occur in the same manner. You will pick up all of your students in front of the ECC. You will be given a designated spot number upon entering the parking lot. Please remain in that spot so that students know where to go. If you need to assist your child with buckling seat belts, you must pull into one of the parking spots in the lot to do so. Then, merge back into the carpool line to exit (Refer to the dotted blue line on the map.)

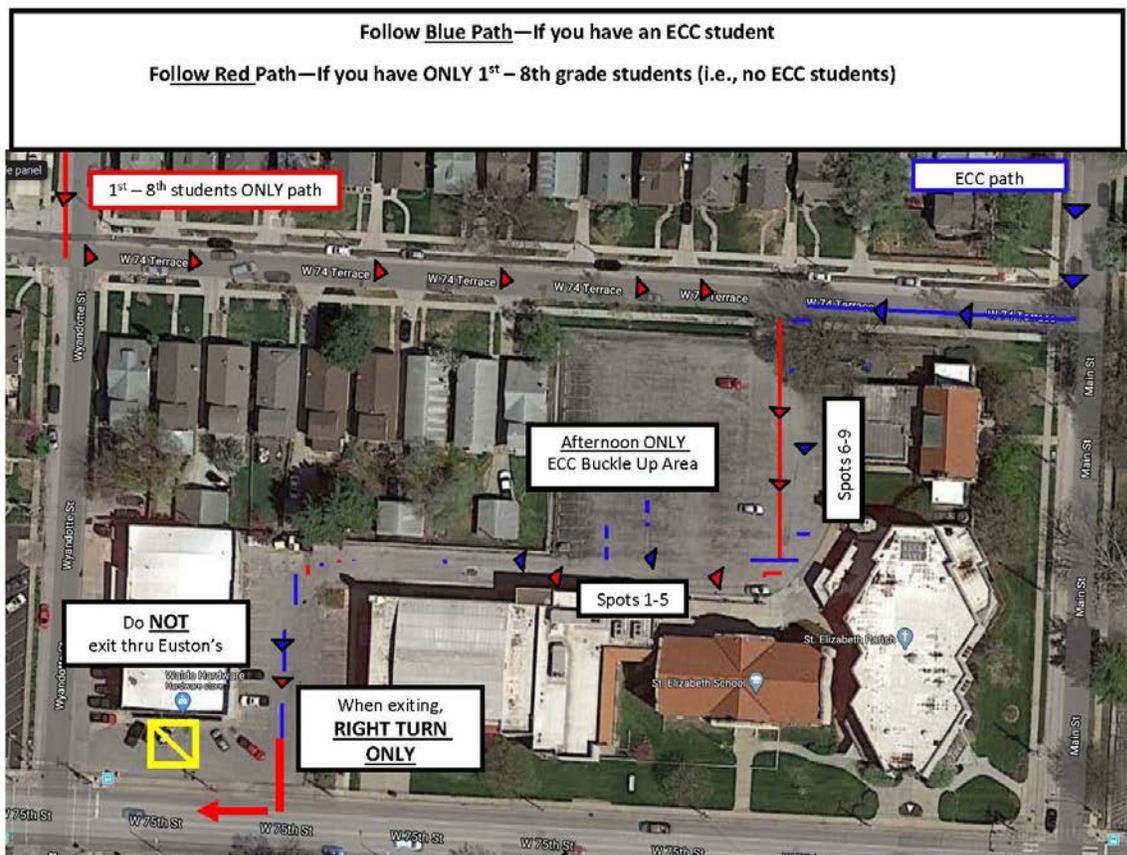
Procedures for both arrival and dismissal:

- Drive slowly and carefully.
- Use the designated crosswalk when walking between the school and parking lot.
- Be patient and considerate of other drivers.
- Do not block neighbor's driveways.
- Remain in your car when in the carpool line.
- When exiting from carpool, turn ****RIGHT ONLY**** back onto 75th Street. Do ****NOT**** exit through the front of Euston's parking lot.
- Refrain from using your cell phone while driving through carpool.
- Do not let children hang out of windows or sunroofs.

Walkers - ECC morning walkers should line up at the bottom the ECC ramp. Parents should remain with the student until a safety patroller is available to escort them to their classroom. **Afternoon walkers** are dismissed at the conclusion of announcements. Students in the main building will be escorted out of the 75th street doors. Students in the ECC will be escorted to the grassy area outside of the main building on 75th street to meet parents or older siblings.

Extended Care

Students attending Before Care may be dropped off at the ECC beginning at 7am. Students attending After Care will remain with their teachers until the conclusion of carpool. They will then be escorted by teachers and staff to the ECC.



Safety Patrol:

Students in 5th, 6th, 7th and 8th grades volunteer to be on safety patrol duty before and after school. These students assist with drop-off at the Early Childhood Center (ECC) and main school building locations. Safety patrol students escort the ECC rope across the street after school.

SCHOOL SERVICES

Resource Center:

The Resource Center was established to ensure better success for those students with special needs, students performing below grade level and those students with behavioral or organizational needs. Students can be referred to the Resource Center team by either a teacher or parent.

School Counseling:

St. Elizabeth offers short term individual, small group and whole class counseling to students. Parents / Guardians or school staff may refer students for counseling. Students may also request to visit with our school counselor. For counseling that extends beyond one session in a semester, or that is planned on a regular basis, parent / guardian permission must be obtained.

Before and After School Care:

St. Elizabeth offers before and after-school care. A registration form containing emergency information is required before using before and after care. Before-school care is offered from 7:00 a.m. to 7:50 a.m. After school care is available after school until 6:00 p.m. Children can be enrolled full or part-time with fees adjusted accordingly. You must be enrolled prior to using the services of these programs.

Health Services:

St. Elizabeth School maintains a health room located on the main floor between the office suite and the gym. A registered nurse is available daily from 8:30 a.m. - 2:30 p.m. Student health records and confidential communication with the school nurse can be accessed through the SNAP health portal. Login information is sent via email to new school families. Returning families have the same login information as previous years.

The nurse or office staff assesses a student's condition and then decides if there is a need to go home. The health room staff notifies parents who are then responsible for transporting the student home. Parents will be notified if a student is injured or ill at school. Students should be picked up and signed out from the office.

Extracurriculars:

To assist with the education of our children, St. Elizabeth School will follow diocesan guidelines for eligibility in athletics and other extracurriculars. Extracurriculars are activities which exist under the auspices of the school administration. They are a privilege to be earned by the student and are determined by Christian attitude, academic achievement, appropriate behavior and good sportsmanship.

Athletics:

Athletics is an extracurricular activity at St. Elizabeth School. The athletic program is administered by the Athletic Committee, which reports to the principal and the School Board. The Athletic Committee consists of the athletic director, the principal, one school board member, and six at-large members. This committee is the policy-making body for the athletic program. Athletic committee meetings are held monthly.

The primary focus of athletics at St. Elizabeth School is the individual student. A team's won/loss record is of secondary importance. Students learn about teamwork, sportsmanship, and skill development. Students are expected to use the Christskills and Christian values of fairness, honesty, effort and appropriate behavior.

The athletic program is designed so that every child who desires to participate in a sport shall be placed on a team. If there is more than one team for a particular sport for a grade, teams shall be divided according to league rules. All teams will have equal practice time and comparable uniforms and equipment. Each team member present shall participate in games according to league rules.

St. Elizabeth School Board:

The School Board is consultative and advisory in its capacity regarding school policies, and not such in day-to-day administration of the school. The School Board provides regular counsel and support to the principal and pastor in matters of recruitment, admissions, policy recommendations, public relations, school finance, and long-range planning and development.

The School Board has eight (8) voting members elected for 2-year terms consisting of the President or a representative of the CPTA, one (1) member of the parish without children in the school, five (5) members of the parish with children in school and one (1) non-parishioner with children in the school. The principal and pastor have no voting power. Notice of nominations for the School Board are announced in parish and school bulletins, and elections are held during the spring at the weekend Masses.

If a parent, School Board member, etc., wishes to place an item on the School Board agenda, WRITTEN NOTICE must be given to the president of the School board seven (7) days prior to the meeting. School Board meetings are generally held monthly at 6:30 p.m. Throughout the year, two working School Board meetings will be open to school parents and staff. Notice of these meetings will be included on the school calendar.

ST. ELIZABETH UNIFORM

Uniform Philosophy:

One of the purposes of the St. Elizabeth school uniform is to provide a visual reminder of unity. Our focus is on learning and on serving God, not individual expression in the form of dress or personal appearance.

Parents are the best influencers of good uniform habits. Parents are requested, and expected, to support students and teachers in the daily adherence to the uniform policy.

These are the policies agreed to by enrollment at St. Elizabeth Catholic School.

Uniform Policy:

All students must be in complete uniform from the first to the last day of school, unless otherwise stated. Uniforms will be checked daily by the faculty and administration. Anything which causes distractions in the classroom (hair, makeup, nail polish, clothing, jewelry, other accessories, etc.) will be addressed on an individual basis by the teacher.

If a student arrives at school not wearing the appropriate school uniform, parents will be notified to help correct the problem.

Dennis Uniform

www.dennisuniform.com

6322 College Boulevard

Overland Park, KS

66211913-381-6500

*Call or check the website for store hours.

Lands' End

www.landsend.com/school

Click on "find my school"

Enter the preferred school number: 9001511761-

800-963-4816

Girls' Uniform



Jumpers: grades K – 4th
Skirts: grades 5th-8th

*Jumpers, skirts and shorts must be purchased through **Land's End or Dennis Uniforms**. They must be of modest length – no more than 3" above the knee.

*Wearing shorts underneath jumpers and skirts is strongly recommended.

*Full length, navy twill uniform pants are allowed.

*Plaid skirts and navy walking shorts may be worn in August, September, October, March, April and May.

Girls' Uniform



*White or red cotton uniform polo shirts are allowed. Shirts may be short sleeved or long sleeved. No cap sleeves or scalloped collars are allowed. A St. Elizabeth logo is optional.

*A white blouse is required for dress uniform in grades 1st-8th. Blouses may be short sleeved or long sleeved, peter pan or oxford style. No cap sleeves or scalloped collars are allowed.

***Shirts must be tucked in at all times.**

***Knit polos are not allowed on dress uniform days.**

Girls' Uniform



*Solid navy, black, white or grey socks must be worn daily. Socks may be crew, ankle, no show or knee length. No decorations, ruffles or other embellishments allowed.

*Socks may have an insignia or small stripe as long as the insignia or stripe is uniform color (navy, black, white or grey).

*Solid navy, white or black ankle length leggings, or tights may be worn under jumpers and skirts.

*Leggings and tights may not have any patterns, designs, holes or rips.

Boys' Uniform



*Full length, navy twill uniform pants are allowed, and required, on dress uniform days. Pants must be cuffed or hemmed.

*Belts are required with pants and walking shorts for gentlemen in grades 5th-8th.

*Walking shorts may be worn in August, September, October, March, April and May.

Boys' Uniform



*White or red cotton polo uniform shirts are allowed and may be short sleeved or long sleeved. A St. Elizabeth logo is optional.

*A white, oxford button down shirt is required for dress uniform in grades 1st-8th; and may be short sleeved or long sleeved.

***Shirts must be tucked in at all times.**

***Knit polos are not allowed on dress uniform days.**

*Neckties or bow ties of choice are required on dress uniform days.

Boys' Uniform



*Solid navy, black, white or grey socks must be worn daily. Socks may be crew, ankle, no show or knee length. No decorations or other embellishments allowed.

*Socks may have an insignia or small stripe as long as the insignia or stripe is uniform color (navy, black, white or grey).

Optional Items – Girls and Boys



*Navy or red uniform sweaters and sweater vests may be worn over uniform shirts.

*Purchases through Dennis or Lands'End **are highly recommended**. St. Elizabeth logo is optional.

*Uniform sweaters and vests may be worn during mass.

*No hoods, zippers, cable knit, crocheted, short or ¾ sleeves permitted.

*Navy ¾ zip and full zip fleece are available through Land's End. Fleece must have the St. Elizabeth logo.

*Fleece sweatshirts are not allowed on dress uniform days.

UNIFORM CODE FOR ALL STUDENTS

Shoes	tennis shoes with non-markingsoles flat or low-heeled shoes with enclosed toe and heel laces must be tied Tennis shoes MUST be worn on P.E. days.	*The following are NOT allowed: sandals, crocs, slippers and slippertype shoes, heelies, jellies, flashingshoes
Boots	SNOW boots are permitted as weather dictates	*Students <u>must bring uniform shoes</u> to wear during the day.
Hair Code	hair should be kept neat andclean boys' hair must be kept trimmedabove the collar, eyebrows and ears as it naturally occurs boys' must be clean shaven no artificial hair color allowed	*Attention seeking or distracting hairstyles and hair color are not permitted.
Accessories	accessories should be kept minimal (no more than 1 necklaceor bracelet should be worn) dangling earrings are NOTallowed headbands with minimal adornment are permitted	*Attention seeking or distracting jewelry or other accessories are notpermitted. *Devices such as SMARTwatches orFit Bits that have email or texting capabilities are not allowed. *Scarves, bandanas, hats or headbands with animal ears are not permitted.
Make-up	No makeup allowed in grades K-6 Minimal makeup is permitted for7 th and 8 th grade girls. No body tattoos (permanent, temporary or henna)	

Dress Uniforms:

Every Wednesday, May Crowning and other special occasions are dress uniform days for all students in 1st through 8th grade. Normally, these dates will be marked on the school calendar. Students should come dressed for Mass attendance - that means gentlemen wear neckties as they come in the door. Students will remain in dress uniform on Mass days (with the exception of classes scheduled for P.E.). Boys may remove ties, with their teacher's permission, once they return to their classrooms.

- **Boys:**
 - Navy Pants
 - Clean, ironed white dress shirt with necktie or bowtie
 - Clean, appropriate shoes and socks
 - Sweater / vest (optional)

- **Girls:**
 - Uniform jumper or skirt
 - Clean, ironed white dress shirt
 - Clean, appropriate shoes and socks
 - Sweater / vest (optional)
 - Tights or leggings (optional)

Please note: Knit polo shirts and fleece sweatshirts are not considered dress uniform.

Dress Code for Uniform Skip Days:

Participation in uniform skip days is at the option of the student and his/her parent(s). It is the school's hope that these guidelines will be broad enough to allow all students who desire to participate in these special days to do so without having to purchase additional clothing.

Uniform skip days are considered a privilege. Removal of this privilege may be part of a disciplinary consequence.

Following are expectations for uniform skip days:

- Regular school uniform is always acceptable.
- Students are expected to appear neat.
- Clothing with any kind of rips or tears, cut-off sleeves, etc. is not permitted.
- Shirts: Sleeveless shirts or midriff shirts are NOT allowed. Shirts that have inappropriate language or artwork and/or advertise alcohol or tobacco products will NOT BE PERMITTED.
- Athletic shorts and sweatpants including yoga pants of any type are NOT allowed.
- St. Elizabeth joggers and approved spirit wear shorts are permitted.
- Leggings may be worn underneath sweaters or shirts that are mid-thigh or longer in length.
- Skorts, skirts and shorts must be of an appropriate length - must fall not more than 3" above the knee.
- Well-maintained jeans, corduroys, cargo pants and capris are allowed.

Uniform Skip fundraisers will be limited and scheduled periodically. Students are asked to donate to a special cause for the privilege of enjoying a uniform skip day.

St. Elizabeth Spirit Days:

As a community builder for our students, typically, the first Friday of each month will be a Spirit Day. Students may wear any appropriate St. Elizabeth shirt, sweatshirt, fleece or jersey with regular, well-maintained blue jeans (not leggings, jeggings or shorts), regulation uniform bottoms, or St. Elizabeth joggers and approved spirit wear shorts

Participation in Spirit days is optional and regular school uniform is always acceptable.

