



ST. ELIZABETH SCHOOL EARLY CHILDHOOD CENTER STUDENT-PARENT HANDBOOK 2023-2024

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.

School Mission Statement

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

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 the 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 and leading service efforts through various parish and community outreach efforts, liturgical experience, 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.

Admissions

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.

Families of current Early Childhood students will have first priority during enrollment provided their registration materials are returned by the specified date. After the deadline registration will be opened to all St. Elizabeth families and others who have requested enrollment information.

Admissions priority is given based on the following conditions:

1. Children of active parishioners and/or families meeting the three requirements for active membership in St. Elizabeth parish for a period of at least two years, specifically:
 - Registered in the parish
 - Regular Mass attendance
 - Active tithing with pledge on file
2. Children of families currently sending children to St. Elizabeth School.
3. Children of families from other parishes and the surrounding community.

Enrollment

Preschool students must be three years of age by December 31, and fully potty-trained for admission to the Early Childhood Center. Pre-Kindergarten students must be four years old by August 1.

Toileting

All children attending the Early Childhood Center are expected to be potty-trained and able to use the bathroom independently. There are scheduled bathroom times, and children are allowed to use the bathroom as needed, always under supervision. Teachers understand that accidents happen, so families are asked to send an extra set of clothing in each child's backpack for such occasions. Frequent accidents may be an indicator of a lack of readiness for a structured school setting.

Fees and Payment Schedule

Fees are the primary source of funding for our Early Childhood program. Each family must understand the importance of fiscal responsibility and how this directly affects the quality of care and education provided to the children. In order to cover all expenses, an automated withdrawal system will be utilized to ensure that payments are made on time.

Monthly tuition payments will be collected in nine equal installments at the 1st of each month, September through May. A non-refundable registration fee is due at the time of enrollment.

ECC families will have the option to participate in St. Elizabeth school fundraisers throughout the year. Participating in these sales helps to build community and raise funds for many school programs and each child's future.

Spiritual Development

In keeping with the Christ-centered, child-focused mission statement, all school activities are grounded in our Catholic faith. Every school day is infused with prayer, beginning and ending each day with school-wide prayer. A prayer table in every classroom encourages students to build relationships and have conversations with God.

Liturgical Services

Students receive the full benefit of attending a Catholic school when they are able to participate in weekly Sunday Mass with their family and faith community. Students in Preschool and Pre-Kindergarten will attend monthly prayer services in the church.

Christskills

The school community emphasizes 18 Christskills which enable students to apply the tenets of the Catholic faith in a concrete way to their daily lives. Two Christskills are highlighted each month.

- 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 one's world and one's faith
- Love – to be kind to one another, tender-hearted 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

Students and teachers will begin each day by reciting The Christskill 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 what I think.
All things are possible through God who strengthens me.
Good news is heading my way."

Service

Jesus modeled service and commanded us to love one another. God gave us the world so that we might care for it and preserve it. In our desire to live as disciples of Jesus, living by His example, every student at St. Elizabeth School is involved on a regular basis with service to the school, parish, and community. Families are encouraged to participate in service opportunities with their children. Each classroom teacher chooses a service project to complete with their class on Service Day in the Spring.

Attendance

Consistent attendance is vital to a student's education, training, and formation of attitudes of freedom, responsibility, and reliability. Excessive absences and tardies hinder 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) and principal will

be necessary. Absences 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.

School Hours

- School doors will open at 7:50 a.m.
- School starts at 8:05 a.m. Students should be in their homeroom and seated at this time. Students who are not in the classroom by 8:05 a.m. must be signed in by parents at the main school office and then taken to the ECC building.
- Dismissal is at 3:30 p.m.

Parents who take children out of school early must go to the main school office to sign the child out. They will be given a dismissal pass to present at the door of the ECC, and the child will be brought outside.

Extended Care

St. Elizabeth offers before- and after-school care. A registration form containing emergency information is required before using the services of these programs. Before Care is offered from 7:00 a.m. to 7:50 a.m. After Care is available until 6:00 p.m.

Absences

When a child is absent, a parent should call the school office by 9:00 a.m. to inform the school of the absence and its reason. If the school is not notified, parents will be contacted to verify the child's absence. Every effort should be made to schedule family vacations, necessary appointments, and special activities around the school calendar. Notice of absence or early dismissal should be given to the teacher and the office before the excused date.

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 have been met. Parents are asked to inform the school of the date they plan to leave by filling out a withdrawal form.

School Closings

School closings due to extreme weather or other severe emergencies will be announced via the Twilio messaging system, Sycamore, email, St. Elizabeth school website, and St. Elizabeth social media accounts. 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."

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

Academics

School Supplies

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

Coat hooks and cubbies for each child are located in the classrooms. Each child must have a

complete set of clothes in his or her backpack that includes underwear, socks, shirt, and pants or shorts appropriate for the season. Jacks and sweaters are encouraged to be used in case of an unexpected change in weather. All items should be marked with the child's name in permanent marker.

Students should bring a blanket and small pillow to be used during rest time. These will be kept in a large Ziplock bag with the child's name.

Curriculum Goals

Our curriculum identifies goals in all areas of development.

- **Social:** Teachers help children feel comfortable in school, trust their new environment, make friends, and feel they are part of the group. They provide positive experiences in a classroom setting for the development of self-esteem and social competence. Students will have daily opportunities for learning in a group, taking turns, sharing classroom materials, and following directions.
- **Emotional:** Teachers help children experience pride and self-confidence, to develop independence and self-control, to have a positive attitude toward life, and to make better connections with others. They work to expand students' understanding of themselves and the world around them.
- **Cognitive:** Teachers help children become confident learners and acquire foundational skills that lead to the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** Teachers help children increase their gross and fine motor skills and feel confident about what their bodies can do. They encourage appropriate independence in students through the use of routine tasks and self-help skills.

The daily curriculum provides developmentally appropriate programming which includes, but is not limited to, the following.

- **Free Choice or Centers:** Children may choose activities from a variety of classroom centers which may include blocks, house, puzzles, books, music, computer, dress-up, and art. Teachers provide experiences with a variety of manipulatives that allow children to make decisions, explore, act, and do. The activities develop fine motor skills to match the different developmental stages of the children. Free choice also provides the children with daily opportunities to remain in touch with a wide range of feelings, both positive and negative, and learn to recognize and express them in an acceptable way. During this time teachers take the opportunity to spend time with each child. This provides information as to the emotional state of the child for that day.
- **Circle Time:** Teacher-directed readiness skills such as math, science, and literature, are incorporated in a discussion of the calendar, weather, classroom jobs, and story time. The teacher provides any additional information the children need to further their understanding of the theme or special activities.
- **Independent Work Time:** These activities, which include art, science, language arts, math, religion, and social studies, provide children with opportunities to learn new concepts while gaining experience with learning techniques and ways of thinking. Projects enhance and reinforce these concepts being introduced at school. Teachers understand that the process is more important than the end product. While the children are at work, teachers can move around the room and spend individual time working with each child on developmentally appropriate projects.
- **Group Time:** Large group social encounters allow children to gain confidence in their social skills. This includes sharing time where children learn to work and cooperate with their peers when talking and listening.
- **Enrichment:** Children will have enrichment opportunities throughout the week such as physical education, music, art, and library/media class. Pre-Kindergarteners are also

introduced to Spanish language class.

- **Lunch and Snacks:** This is an opportunity to take a break and socialize with other children. It is also an opportunity for children to learn about nutrition, food safety, cleanliness, and manners.
- **Recess:** Vigorous play offers children the opportunity for physical growth and coordination. The children can develop new skills while being encouraged to run, jump, climb, skip, hop, play games, etc.
- **Rest Time:** Children are required to rest every day. Each child will need to bring in a tri-fold mat, small pillow, and blanket from home. These will be sent home at the end of each week to be laundered.

Report Cards

Report cards are posted on Sycamore on a quarterly basis, approximately one week after the quarter ends. Teachers are expected to indicate progress in behavior and learning attributes and write brief narrative statements about each student.

Field Trips

Teachers facilitate field trips to meet a variety of student interests and curriculum needs. Students must have a signed permission slip in order to attend the field trip. Handwritten notes or verbal permission cannot be accepted. Teachers will take permission slips and emergency bags on the trip. Parent drivers will have permission slips of students in their care for the duration of the trip. All volunteers or chaperones must be fully Virtus compliant in order to participate.

Promotions and Retentions

Promotion and retention of students are decided upon by the principal, parents, and respective teachers. Final responsibility rests with the principal.

Inclusive Education

St. Elizabeth School recognizes the importance of supporting the needs of all learners and their families. While our school is not equipped to provide for all of those needs, teachers and Resource Center staff 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 that the school fairly evaluates both student needs and the capabilities of the school to successfully meet those requirements.

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

Teachers and Resource Center staff, in their professional capacities, will apprise parents of any concerns relating to identifying and planning for academic, behavior, emotional, and medical needs throughout the course of a child's enrollment at St. Elizabeth. Upon the recommendation of the school, 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, want to provide the best possible environment for learning.

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

Upon review of any evaluative procedures, the school 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 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 will meet to determine continued enrollment.

Communication

The philosophy of St. Elizabeth School reflects the belief that the education of students is best accomplished when parents and school personnel work in partnership. Families should keep the school informed of any good news, issues, or any situation which may affect student 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 by phone or email. Please allow 24 hours for a response. Conferences must be made by appointment.

Teachers will keep confidential information entrusted to them so long as no child'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.

Newsletters

Weekly updates will be sent to all school families from both the school and individual teachers. Parents are expected to read emails and announcements.

Sycamore

Sycamore is the primary communication vehicle for St. Elizabeth School. Please check regularly to find important and current information, documents, and grades. Login information for using the Sycamore site will be sent to all new school families over the summer. Returning families will keep the same login information year-to-year.

Conferences

Parents are expected to attend parent-teacher conferences scheduled at the end of the first quarter. Optional conferences are also scheduled in the Spring semester. Additional conferences may take place at the request of parents, teachers, or administration.

Diocesan 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 teachers, administrators, parents, guardians, and other care-givers have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect, and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact parents to clarify the situation. Parents, guardians, and family

members who experience problems 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.

Teachers are expected to

- Model the lifelong guidelines and the Christskills in all interactions with parents and students;
- Return all calls, Sycamore PANs, and emails from parents of students within 24 hours;
- Report serious behavior and academic issues promptly to parents and administration.

Discipline

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 dignity of others. 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, their 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 behaviors provide the best learning value when matched to the unique student and the unique situation. Learning from mistakes increases dramatically when children see a reasonable connection between their behavior and the resulting consequences. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.

Classroom Rules

Teachers should be flexible to meet the different needs of the individual students in their classes and build positive relationships with students. They will generate the rules and decide upon the consequences for their individual classrooms based on the student Code of Conduct that strives to create consistent practices and holds high expectations. Teachers use a variety of behavioral and disciplinary techniques.

All teachers must agree to provide consistency in discipline. When there is a problem, it will be addressed. When there is undesired behavior, 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.

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: Bully 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 reference 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.

Cyberbullying is bullying activity communicated through formats including but not limited to email, IM, PANS, 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 cyberbullying, including notification of law enforcement officials when appropriate. Students and families are encouraged to notify school authorities immediately and document the activity.

Health and 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 pastor will work together to support the students' and school community's well-being and safety.

Building Security

All school doors 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 supervising students.

Parking Lot and Playground

Orange cones and signs will indicate carpool procedures. Updated plans and maps for carpool are posted on Sycamore. Students should only enter the parking lot during carpool by using the crosswalk and under adult supervision. During school hours and After Care the parking lot will be blocked off for recess use. Visitors must find alternative locations for parking during these times.

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. Volunteers must complete these requirements prior to participating in school events or activities.

- 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 once every five years
- Attend a Protecting God's Children workshop

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.

Safety Drills

Emergency procedures and drills will be conducted regularly throughout the school year. These are reviewed and updated annually to ensure best practices are in place. In the event of an emergency, relevant information will be communicated to parents through the Twilio messaging system, email, and other media deemed appropriate in the situation.

Student Searches

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.

Child Abuse and Neglect

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. Child abuse or neglect may include imminent risk of death, serious physical or emotional harm, sexual abuse, or exploitation of a child. Staff are required to complete Mandated Reporter training in accordance with Diocesan and Protecting God's Children protocol.

Physical Examinations

Students 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. Current Missouri 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.

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. 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 will assess a student's condition when sent to the health room. The health room staff will notify parents if there is a need to go home due to injury or illness at school. Parents are responsible for transporting the student home. Students must be signed out at the office before leaving for the day.

Illness

Students should be assessed by parents prior to coming to school in the morning for illness symptoms. 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 readmitted if 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), or cough/cold medication:

- Temperature at or greater than 100.0 degrees Fahrenheit
- Runny nose or nasal congestion (not allergy related)
- Continuous and consistent cough
- Abnormal headache
- Sore throat (unless symptoms improving and 24 hours from first dose of antibiotic treatment)

Medication Policy

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 prescription or over-the-counter medication with them or in lockers/backpack at any time. All self-carry emergency medication (asthma inhaler, Epinephrine) will be reviewed and approved by the school.

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 if assistive equipment (crutches, splints, elevator use, etc.) is required. After being cleared of activity restrictions a new order is required to return to full unrestricted school physical activity.

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. Counseling that extends beyond one session in a semester or that is planned on a regular basis requires written consent from a parent or guardian.

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.

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.

Lunch and Nutrition

Preschool and Pre-Kindergarten students must bring a cold lunch to school each day. Items that require heating or preparation are not allowed. Students have the option to purchase chocolate or white milk.

Good nutrition is essential for children. Children will be encouraged to consume a serving of protein first, before moving on to vegetables, fruit, grains, or dessert. Withdrawal of food is never used as a disciplinary action. Teachers and staff are present at all meals.

Food Allergies

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 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 come in its original packaging with a list of ingredients. These items must be peanut-free and may not be produced in a facility that processes peanuts. Any items that do not include the ingredients cannot be distributed and will be declined by the classroom teacher.

Food from the St. Elizabeth cafeteria is nut-free, and a list of ingredients for hot lunch items is available upon request. Additional cafeteria practices will ensure safety in the lunchroom, including separate eating areas for students with allergies and hand- and table-washing. Students may bring peanut and other nut products in their own school lunch.

An updated list of approved products can be found on Sycamore and at www.snacksafely.com. It is not required that items come from this list, but it is a helpful resource when looking for items that encourage safe and healthy eating habits.

Acquired Immune Deficiency Policy

St. Elizabeth students or staff members having evidence of HIV 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.