



## **ST. ELIZABETH SCHOOL 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.

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 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 tithing pledge made.
3. Children from Catholic families who will 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 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 the St. Elizabeth parish for a period of at least one year.
5. Children from non-Catholic families who will pay tuition.

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

### **Kindergarten Enrollment**

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

### **Transfer Students**

All students in grades 1-7 transferring into St. Elizabeth School are placed on probationary status to ensure their success. St. Elizabeth School does not typically accept 8th grade transfer students. Transfer students who apply for admission 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 School. Placement will be reviewed each quarter for the first year. 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 school regulations and behave in accordance with the school Code of Conduct. If a student is unable to progress in a regular school curriculum and meet the behavior expectations, a conference will be held to explore the educational resources in the area that might better meet the student's needs.

### **Registration Fees**

A non-refundable registration fee is assessed per child annually for students entering grades K-8. After the third child in the family the registration fee is not assessed.

### **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 is included in the student registration fee. Additionally students in grades 5-8 are one-to-one with a Chromebook, and each student is assessed a \$100 fee for the device.

### **Adjusted Tuition**

Steward is, always has been, and will continue to be the cornerstone for funding our school and other ministries. St. Elizabeth School supplements its income to offset operating expenses by charging registration fees, tuition, and adjusted tuition. Adjusted tuition for K-8 registered and tithing parish families is used to fill the current year gap between funding sources and projected expenses.

### **Tuition**

Tuition is charged for non-Catholic families, non-parishioners, and parish families still establishing a tithing history. The determination of tithing versus tuition is made by the parish office.

### **Billing and Payments**

All families of St. Elizabeth School are expected to keep their tithe and tuition payments current. An Electronic Transfer Form must be kept on file in the school office for automatic payment withdrawals. All financial responsibilities and/or arrangements must be taken care of before new school packets or school records are released. All questions regarding registration or billing should be directed to the Administrative Assistant.

## **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 relationship and have conversations with God.

### **Mass**

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. St. Elizabeth has an all-school Mass every Wednesday morning.

### **Liturgical Services**

- Advent prayer services and Stations of the Cross Lenten services are regular events throughout the Church year. These prayer services are led by students across all grade levels.
- Sacrament preparation for Eucharist and Reconciliation is part of 2nd grade curriculum.
- The 5th grade class participates in a Vocation Day each Spring.
- The 8th grade class participates as a class in full-day retreats each Fall and Spring.

### **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 the 8:05 a.m. bell will be marked tardy.
- Dismissal is at 3:30 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.

Parents may request homework assignments for absent students by calling the office. Homework will be available to pick up in the office after 3:00 p.m., unless other arrangements have been made with the homeroom teacher.

Every effort should be made to schedule family vacations, necessary appointments, and special activities around the school calendar. Students who must leave during the school day must sign in and out at the office. Notice of absence or early dismissal should be given to the teacher and the office before the excused date. Teachers request two weeks advance notice for absences other than illness.

### **Tardies**

All students who are tardy must sign in on the list provided at the school office and present a tardy slip to the homeroom teacher. A student is considered tardy if he or she arrives in the classroom after 8:05 a.m.

### **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**

St. Elizabeth School is accredited by the Missouri Non-Public School Accrediting Association.

### **School Supplies**

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

### **Grading Scale**

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

## Homework

Homework at St. Elizabeth School is an essential part of the school program. All students in grades 1-8 are expected to spend time after school engaged in homework. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. They are intended to reinforce and extend learning initiated in the classroom and serve as a tool to assess student understanding. Completion of routine homework can support the development of good work habits and increase individual initiative and responsibility. Homework should also stimulate creativity, critical thinking, and awareness that learning can take place outside of the classroom.

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. Major projects may include research papers, book reports, major essays, and other long-term assignments. Work on these projects may exceed the minutes listed. All students should be encouraged to read for pleasure on weekends and vacations.

<b>Grade Level</b>	<b>Expected Time Frame</b>
1st	15 minutes + 15 minutes of reading*
2nd	20 minutes + 15 minutes of reading*
3rd	30 minutes + 15 minutes of reading*
4th	45-60 minutes + long-term assignments and required reading
5th-6th	60-90 minutes + long-term assignments and required reading
7th-8th	1-2 hours + long-term assignments and required reading

\*Reading can include adults reading to children.

- Homework Guidelines for Student Success
  - Always do personal best work.
  - Record directions for homework in student planner.
  - Understand assignments clearly before leaving class.
  - Bring home the proper materials and textbooks to complete the assignments.
  - Hand in completed assignments on time.
  - Budget time properly for long-term assignments.
  - Complete any missed work due to absence from class.
  - Understand how homework will affect your grade.
  - Talk to your parents and teacher if you are having difficulty with homework.
  - Use available digital resources to stay up-to-date with class work and grades.
  
- Homework Guidelines for Parent Success
  - Be familiar with the philosophy and guidelines of the homework policy.
  - Check your child's student planner.
  - 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 and assist with time management.
  - Contact the teacher in a timely fashion with questions or concerns about

- homework or grades.
- Check for missing work and stay up-to-date with your child's grades.

### **Late Work**

All assigned work should be valuable and, therefore, it is a requirement to complete each task in an acceptable form and turn it in on time. Students' personal best effort is expected. Students who turn in late assignments may experience one or more of the following consequences:

- Partial or no credit
- Missed reward or activity
- Incomplete grade card
- Communication with parents

Teachers in Grades 7-8 will use the following procedure for late work:

- One day late = up to 75% credit
- Two days late = up to 50% credit
- More than two days late = 0% but still required

Students who miss work because of an excused absence will receive the opportunity to make up the work they missed. Teachers will give one calendar day for each day absent plus one extra day to turn in the work. This time frame begins when the student returns to school. It is the student's responsibility to get work missed. Work due on the day of the student's absence should be turned in on the day the student returns to school. A missed quiz or test will be completed on the day the student returns.

Parents should contact teachers if a student will miss more than two consecutive days due to absence or illness so the teacher can provide work that will be missed.

### **Testing**

The Diocese of Kansas City-St. Joseph participates in both the IOWA Flex and IOWA standardized assessments. The IOWA Flex assessment is administered online to all students in grades Kindergarten-8. It measures progress in Math and Literacy skills and is given quarterly. The IOWA Assessment is administered online to all students in grades 3-8 in the Spring semester and assesses skills in all content areas.

Cognitive Ability Tests (CogAT) are administered to fourth and seventh grade students annually in the Spring semester.

The Assessment of Catechesis/Religious Education (ACRE) is administered to fifth and eighth grade students in the Fall semester. This test helps school, parish, and diocesan leaders evaluate the faith, knowledge, and attitudes of students in Catholic schools and parish-based religious programs.

### **Cheating**

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

In grades 5-8 cheating on an assignment will result in a grade of zero and an automatic detention. Students will be ineligible for Honor Roll consideration for that quarter. Parents will be notified. If a student is caught cheating a second time, he or she will receive a zero on the

assignment and an in-school suspension.

### **Report Cards**

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

### **Honor Roll**

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

B Honor Roll = All A's and/or B's with one C allowed

All areas of study and adherence to the St. Elizabeth Code of Conduct are included for Honor Roll consideration. Two or more 'X' marks in the attribute portion of the report card will result in failure to make Honor Roll. Suspension, infractions for cheating, or more than three detentions in a quarter automatically make a student ineligible for Honor Roll consideration for that quarter.

### **Failing Grades**

Students who fail one quarter of any core subject in 5th-8th grades 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 failing grades. Parents and students will be notified and options for credit recovery will be provided. Payment for credit recovery programs is the responsibility of the family. Students cannot graduate from St. Elizabeth with failing grades on the exit transcripts.

### **Textbooks**

All textbooks and library books are the property of the school. Use of the items are 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 through 8th 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 are encouraged to secure lockers with a lock at all times. The school is the 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 times to visit lockers.

### **Field Trips**

Teachers facilitate field trips to meet a variety of student interests and curriculum needs. Academic, cultural, social, and emotional outcomes are enhanced by field trip experiences.

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.



### **Tutoring**

In partnership, teachers and parents may decide that additional instruction in the form of tutoring would be beneficial to support student success and attainment of skills. A list of resources as well as teachers and staff who may be available to be engaged in tutoring services is maintained by the Resource Center. Parents and teachers working together should determine the right fit for academic support.

It is the requirement of St. Elizabeth School that this tutoring must occur outside of the workday. All Protecting God's Children policies will be 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.).

## **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.

### **Christskill and Accountability Cards**

In order to promote positive behaviors and relationships between students and teachers and promote individual responsibility, 5th-8th grade students are required to carry Christskill and Accountability cards with them at all times. The cards will remain in the classroom at the end of the day. Teachers will use these cards to recognize and document specific behaviors. New cards will be issued at the start of each quarter.

A Christskill check may be issued when a student demonstrates one of the 18 Christskills in a manner exceeding normal expectations. This card allows students and parents to see the good choices the student makes. Checks will be issued at teacher's discretion. Any St. Elizabeth staff member may issue a check. Students may turn in a filled Christskill Card for a reward.

Accountability cards allows parents and students to identify specific behavior issues and/or inappropriate choices made in class. An accountability check should be issued immediately for the following actions.

- Failure to present accountability card
- Uniform violation
- Disrupting class after redirection
- Physical or emotional assault
- Inappropriate language
- Tardy to class

Checks will be issued at teacher's discretion. Any St. Elizabeth staff member may issue a check. A filled Accountability Card results in a detention.

**Disciplinary Guidelines**

These logical consequences for infractions against our school and classroom rules are designed to ensure a safe and healthy learning environment that promotes the Code of Conduct and the Christskills. The following guide is designed to be used in tandem with each teacher’s rules and will be implemented in the event that actions contrary to behavioral expectations occur. Administration reserves the right to deviate, if necessary, from the order of action described in this plan. Administration may also act upon any disturbance which may not be included in this document.

<b>Actions</b>	<b>Consequences Grades K-2</b>	<b>Consequences Grades 3-4</b>	<b>Consequences Grades 5-8</b>
Disruptive Behaviors -defiance -disrespect	Visual/Verbal Warning  Parent Contact  Parent Conference  Behavior Plan	Visual/Verbal Warning  Parent Contact  Parent Conference  Behavior Plan  Restitution  Discipline Meeting*	Visual/Verbal Warning  Accountability Check  Detention  Parent Contact  Parent Conference  Restitution  Discipline Meeting*
Academic Dishonesty -plagiarism -cheating -forgery -lying/deceit	Parent Contact  Parent Conference	Penalized grade and re-do assignment  Parent Contact  Principal Referral	Penalized grade and re-do assignment  Detention  Parent Contact  Ineligibility for Honor Roll  In-school suspension  Discipline Meeting*
Leaving School Grounds	Parent Contact  Parent Conference	Parent Contact  Principal Referral	Accountability Check  Detention  Parent Contact  Principal Referral
Vulgar or Profane Language or Imagery	Principal Referral  Parent Contact  Parent Conference	Principal Referral  Parent Contact  Parent Conference  Discipline Meeting*	Detention  Principal Referral  Parent Contact  Discipline Meeting*

Physical or Emotional Harm -aggressive physical contact -possession of weapon(s) -drug or alcohol use -threats -harassment -bullying	Separation from peers  Principal Referral  Parent Contact  Parent Conference	Separation from peers  Principal Referral  Parent Contact  Parent Conference  Discipline Meeting*	Accountability Check  Detention  Principal Referral  Parent Contact  Parent Conference  Discipline Meeting*
Improper Online Behavior -acceptable use violations -negative, inappropriate, or explicit online comments or posts -cyberbullying	Loss of school device/access  Principal Referral  Parent Contact  Parent Conference	Loss of school device/access  Principal Referral  Parent Contact  Parent Conference  Discipline Meeting*	Loss of school device/access  Detention  Principal Referral  Parent Contact  Parent Conference  Discipline Meeting*
Property Damage/Theft	Parent Contact  Restitution	Parent Contact  Restitution  Parent Conference  Discipline Meeting*	Detention  Restitution  Parent Contact  Principal Referral  Parent Conference  Discipline Meeting*

\*Discipline meetings can result in suspension and/or expulsion.

Students should understand that their behaviors outside school also reflect on St. Elizabeth School and Parish. The above consequences may be applied to any parish, community, or school events.

### **School Property**

The school building, grounds, furniture and equipment are the property of St. Elizabeth Parish. 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.

### **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 and kept in the school office. Parents will be notified and required to make arrangements to pick up the phone from the office.

### **Detention**

Detentions are used as one possible consequence for 5th-8th grade students. A filled

Accountability Card will result in a detention. Detentions are also used for serious violations including disrespectful behavior or damage to school property. The goal of detention is to change or replace unwanted behavior.

Detention will be served during the student's lunch and recess period. Each infraction will increase the number of periods served and may result in the loss of school-related privileges. Students will bring home a detention form to be signed and returned the day following the issue of a detention. Failure to return the notice or get it signed by a parent will result in another detention.

A student who receives a number of detentions indicates an unwillingness to abide by the rules of the school. We recognize that students often express themselves behaviorally, and every effort will be made to meet student needs. This will be the protocol when more than two detentions are earned during the school year.

- If a third detention is earned, parents will be contacted to conference with the teachers and 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 student's teachers to help the student successfully follow the plan. Parent support is essential. Administration will be notified.
- If a fourth detention is earned, a review of the plan will occur with administration and parents to make adjustments as needed to the academic or behavioral plan and to help the student reflect on what change needs to be made to avoid further detentions.
- Any further detentions may result in a meeting with the student, parents, administration, and pastor to discuss the seriousness of the situation and make decisions that keep the student's needs, school environment, and respect for others clearly at the forefront of the decision-making process. Suspension or further disciplinary measures may result.

### **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 student suspended from school will be ineligible for extracurricular activities for the weekend following the suspension. Parents or students who are serving in-school suspensions may in some cases be required to pay for a substitute teacher to supervise the student. This cost is \$100.

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

### **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." St. Elizabeth School interprets 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 school parents, that students put forth their personal best effort, assuming 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 will be ineligible for the weekend following the suspension. Final authority and decisions about eligibility rests with the principal.

### **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](http://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.

### **Cafeteria**

St. Elizabeth offers a hot lunch program for students in grades Kindergarten through 8. Hot lunch is not offered on noon dismissal days. Lunch menus are provided on Sycamore. Grilled cheese or chef salad may be ordered in place of the entree item. All students have the option to buy extras from the daily menu. Chips, granola, yogurt, and other healthy snacks are available for purchase to students in grades 3-8.

Each family has a digital lunch account. Lunch items may be purchased in advance by sending an envelope marked with the family name, homeroom teacher(s), and amount of money enclosed. Families will be notified when the account is at or below a zero balance.

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

### **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 be 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](http://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.

## Uniform

Uniform guidelines are posted on Sycamore under the Documents tab. Please review regularly to ensure that students are in correct attire throughout the school year. Attire for Spirit Days and other special dress down days will be communicated through the Twilio messaging system and in the school announcements.

If a student arrives with the incorrect uniform, a written notice will be sent home with the student. For repeated offenses, a student may be subject to disciplinary action.

### **Wearable Devices**

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

### **Forgotten Items**

Essential articles or items for children may be left at the school office for students to pick up. Office staff will notify your child's teacher that the item has been delivered and arrange an appropriate time for him or her to retrieve the item.

### **Lost and Found**

The school's Lost and Found items are stored in the cafeteria and in the gym. Students may check these locations if an item is lost at school. Please put names on all items that come into the school to help returning items easier. Unclaimed items in Lost and Found will periodically be donated to local charities.

## Technology

### **Mission Statement**

Embrace the potential and master the responsible practice of digital technology in the learning environment.

### **Technology Website**

[bit.ly/STE\\_Tech](http://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.

### **Acceptable Use Policy**

Students will read, review, and sign to acknowledge the acceptance of the expectations from the St. Elizabeth Technology Acceptable Use Policy.

Appropriate use of Chromebooks and school Google accounts:

- Research for a class assignment
- Typing and sharing assignments with teachers
- Creating class presentations and projects
- 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
- 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 accounts:

- Installing apps and extensions that are deemed non-academic, including any proxy applications
- 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 St. Elizabeth School

Repeated misuse 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.

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 five 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** (adapted from NetSmartz)

Students in grades 3-8 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.

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 phone and home phone numbers
- Home address
- Sexual messages
- Inappropriate pictures and videos as determined by pastors 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 using 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.

### **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**

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. Most social media sites requires users to be 13 years and older.

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 Diocesan schools 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.

## **SCHOOL SERVICES**

### **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.

### **Extracurriculars**

St. Elizabeth School will follow diocesan guidelines for eligibility in athletics and other extracurricular programs. These activities 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**

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 each individual student. A team's win/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 one 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.

### **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 voting members elected for 2-year terms, consisting of the president or a representative of the CPTA, one member of the parish without children in the school, five members of the parish with children in school, and one 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 days prior to the meeting. School Board meetings are held monthly.