

# ST. ELIZABETH SCHOOL

## PARENT-STUDENT HANDBOOK

### 2011-2012



The mission of the Catholic Schools in the Diocese of Kansas City - St. Joseph, MO is to sustain an authentic Catholic environment where our faith is infused throughout educational experiences that promote academic excellence.

#### 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 in 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. This includes the commitment to follow the Diocesan guidelines articulated in the parent/teacher covenant.

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

Because our school strives to be a faith and learning community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other 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 you to clarify the situation.

Parents, guardians and family members who experience problems, or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

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

- ❖ If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school. Each teacher has their own extension, as well as voice mail, PAN's (pass a note) and e-mail. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
- ❖ If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
- ❖ All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.

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

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

Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:

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

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

# Admissions Policies

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

## **Admission priorities:**

1. Children of active parishioners, that is families meeting the three requirements for active membership in St. Elizabeth Parish for a period of at least two years, namely:
  - a) Are registered in the parish
  - b) Attend Mass regularly
  - c) Are tithing 6% to the parish
2. Children of families new to St. Elizabeth parish who had an active membership in their previous parish for a period of at least two years, i.e., were registered; attended Mass regularly; and were regular contributors, according to the pledge they had made.
3. Children from Catholic families who want to pay tuition, because they do not want to leave their present parish, or for any other reason, with the approval of the pastor.
4. Children from non-Catholic families who want to pay tuition.
5. Children from Catholic families who have no history of active membership in a parish. These children will be admitted on a tuition basis until active membership is established in St. Elizabeth parish for a period of at least one year.

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

## **Early Childhood Center**

Students must be three years of age by December 31 and fully potty trained for admission to the Early Childhood Center (ECC). Families of current ECC students will have first priority during enrollment provided their registration materials are returned by the specified deadline. After the deadline, registration will be opened to all St. Elizabeth families and others who have requested enrollment information.

## **Kindergarten**

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

## **Transfer Students**

Students wishing to transfer into St. Elizabeth School must interview with a school administrator. All transferring students must have a satisfactory disciplinary record from their school(s). Transcripts from former schools, immunization documentation, sacramental records and letters of reference must be sent to St. Elizabeth School prior to admission. Students are placed on a probationary period through the first year. Students are expected to comply with all the school regulations and conduct themselves in a way that is respectful and conducive to learning. All transferring students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades are required to sign a Covenant of Expectations. If a student is unable to progress in a regular school curriculum and meet with the expected code of conduct, a conference will be held with the parents to explore the educational resources in the area that might assist us or better meet the student's needs.

## **Fees**

A registration fee of \$475 per child is assessed for grades 1-8 for **the 2011-2012 school year**. Kindergarten and all new student fees are \$530 per student. A deposit in the amount of half of the total registration fees must accompany registration documents each year, with the remaining balance due no later than June 1. There is a maximum of \$1,425 for families with four or more children in registration fees. The remaining balance is due **in mid-January for kindergarten** and by June 1 for all other grades. The fees are subject to change each year. Enrollments and fee balances received after June 1 will incur an additional \$100 per child book fee. **All registration fees are non-refundable.**

**Pat Dennis, the Administrative Assistant, will be handling all fee payments including, tuition and adjusted tuition.**

Stewardship is, always has been, and will continue to be the cornerstone for funding our school and other ministries. Our school supplements its income to offset operating expenses by charging registration fees, tuition and now, adjusted tuition. Adjusted tuition is used to fill the current year gap between funding sources and projected expenses.

### **Adjusted Tuition**

Adjusted tuition will be \$300 per student per year. The adjusted tuition is due August 1<sup>st</sup> and may be paid bi-annually or quarterly.

### **Tuition**

Tuition for the 2011-2012 school year is \$5,100 for one child (including \$300 adjusted tuition), \$9100 for two children (including \$600 adjusted tuition) and \$13,100 for three children (including \$900 adjusted tuition).

**All families of St. Elizabeth School are expected to keep their tithe and tuition payments current. If family circumstances prevent this, it is your responsibility to contact Pat Dennis at the school office, Vicky Kinney, the Parish Business Manager and Fr. Bruce, Pastor, to make arrangement for payment as soon as possible.**

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

### **Textbooks**

Textbooks are the general property of the school. Use of them is included in the registration fee. Students are expected to handle all books with care and respect. The mutilation and defacing of books devalues them and will not be tolerated - children will be charged for book replacement if books are lost or damaged. Back packs, bags, etc., are to be used when transporting books to and from school.

## Spiritual Development

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

### **Prayer**

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

### **Christskills**

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

**Organization** – to plan, arrange and carry out activities and projects in an orderly way

**Faithfulness** – to be committed to one's promises to God and man

**Stewardship** – to care for all God's gifts by sharing our time, talent and treasure

**Responsibility** – to be accountable for your actions

**Hard Work** – to do the best you can at all times

**Forgiveness** – to pardon those who have done us harm

**Patience** – to wait calmly

**Generosity** – to be unselfish in giving and living with open hands

**Initiative** – to do something because it needs to be done

**Cooperation** – to work together toward a common goal

**Integrity** – to conduct oneself according to a sense of what is right and wrong

**Love** – to be kind to one another, 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

### **All School Mass**

St. Elizabeth's has an all-school Mass on Wednesday morning at 8:30 a.m. In addition, Monday, 8:30 a.m. Advent Services and Friday, 2:30 p.m. Stations of the Cross Lenten services are some of the paraliturgical services the students experience. Kindergarten students attend Mass the first Wednesday of each month or special liturgical celebrations.

### **Weekend Masses**

Students receive the full benefit of attending a Catholic school when they are able to participate in weekly mass with their family and faith community. Regular weekend Masses observe the following schedule: Saturday - 4:30 p.m. & Sunday - 7:30 and 10:00 a.m.

### **Sacraments**

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

### **Retreats**

The 8th grade class participates as a class in a full-day retreat each fall and spring. The Parish also provides retreat opportunities for parents throughout the year.

### **Curriculum**

St. Elizabeth School uses the Sadlier Discovering God's Love, We Believe, New Testament and Church History series.

### **Service**

Every student at St. Elizabeth School is involved on a regular basis with service to the school, parish and community. Each classroom teacher chooses a service project for their class at the beginning of the school year. Families are encouraged to participate in service opportunities with their children. **St. Elizabeth's has a service hour goal of 50 service hours per student in order to qualify for the National Presidential Service Award.**

## **Respect**

St. Elizabeth School strives to be a true community of God which embodies respect for oneself, others and the rights and property of others.

Children at St. Elizabeth School are expected to display the following behaviors and attitudes:

1. Respect toward authority - parents, teachers, administrators, priests and support staff.
2. Respect for one's peers - physically, socially and emotionally.
3. Respectful and responsible use of school facilities, particularly school equipment, books, furniture, bricks and mortar.
4. Adherence to school policies and the lifelong guidelines of trustworthiness, truthfulness, active listening, personal best and no put downs.
5. Sportsmanship at school athletic events and adherence to all school policies while representing the school at extra-curricular activities.

## **GENERAL SCHOOL POLICIES**

### **School Hours**

Doors open - 7:50am  
School starts - **8:05am**  
Dismissal – **3:20pm**

### **Attendance**

**Good attendance is vital to a student's education, training, and formation of attitudes of freedom, responsibility, and reliability. The school day will begin promptly at 8:05am and end at 3:20pm. The school doors will open at 7:50am, a warning bell will sound at 8:00am. Students should be in their home room and seated at the 8:05am bell to commence the beginning of the school day. Students not in the classroom at 8:05am will be considered tardy.** Excessive absences and tardies hamper the educational process. Consistent or habitual tardiness is a serious offense. In the case of consistent or habitual tardiness, a conference with the parent(s) or guardian(s) will be necessary. Absences and/or tardies that exceed 20% of the scheduled school days will be reviewed by the principal and may result in a mandated reporting to the Division of Family Services. Students arriving after 9:00 a.m. but before 10:00 a.m. will be

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considered absent for ¼ day. Students arriving after 10:00 a.m. or leaving before 1:00 will be considered absent for ½ day. If a student leaves between 1:00 and 2:00, they will be considered absent ¼ Day. If the student attends school for less than two instructional hours he/she will be considered absent for the full day.

## Absences

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

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

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

The school always reserves the right to determine an absence to be excused or unexcused. Final determination rests with the principal. The terms excused and unexcused are used in the context of whether or not the work missed can or cannot be made up (i.e. the trip that the 5<sup>th</sup> grade scouts take each year to Jefferson City is excused, meaning the work missed can be made up. The days they are gone, however, are counted as absences). Doctor and dental appointments are excused in the sense that the student is allowed to make up the work they missed while absent; however, they are still counted as absent or tardy.

## Tardiness

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

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

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

## Illness

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

A physician's order is required if a student's full participation in activities such as P.E. or recess are restricted.

## Medications

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. If there is a need for a student to take non-prescription medication at school, there must be a physician's written order specifying the type and use of such medication on file (this includes Tylenol, cold & cough medicine, cough drops, etc.). A signed note from the parent/guardian must also accompany the physician's order. 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. **Under no circumstances are the students allowed to keep the medication with them.**

## Appointments

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

## Early Arrivals

Unless enrolled in the before-school care program, students are not to arrive before 7:45 a.m. School doors open at 7:50 a.m. Children arriving before 7:45 a.m. will be sent to before-school care and the parents billed accordingly. In bad weather, students will be admitted to the school entryway at 7:45 a.m. and await the 7:50 bell.

## **Late Pick up**

Parents are responsible for picking up their students promptly after school. Students must be picked up by the end of carpool (approximately 3:30). Any students who have not been picked up will return to the building and wait at the office. Parents will need to enter the school and sign the students out to ensure that all students are safely supervised. Repeated late pick ups will result in After Care charges of \$12.50 per day being assessed to parents.

## **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 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. This prohibition extends to all facilities the school owns, contracts for, or leases to provide educational services, routine health care, daycare or early childhood development services to children.

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

## **Wellness Policy**

St. Elizabeth School is soft drink free. Soft drinks are not allowed in school lunches or for class parties or celebrations. \* Class parties and celebrations must be held at the end of the school day. Food and drinks served must include a healthy choice. Please keep in mind food allergies in providing treats for student celebrations.

## **Cafeteria**

St. Elizabeth offers a hot lunch program for students in grades Kindergarten through 8. Students bringing their lunches from home may purchase milk or orange juice separately. The school participates in the federal lunch program and reduced rates are available to families on limited income.

Food Allergies are a common parental concern. We host a peanut free eating area and do not serve peanut products as part of our hot lunch program. We are happy to make accommodations to provide a safe environment for all.

No hot lunch is offered on early dismissal days.

Lunch menus are provided in the school newsletter and on the Sycamore site. Each family has a computerized lunch account. Lunches/drinks may be purchased in advance by sending an envelope marked with the family name, homeroom teacher(s) name(s), and amount of money enclosed. Families will be notified when money in their account is at or below a zero balance. If a family's balance reaches a negative \$100, parents will receive a notification via Pass A Note and the students will receive verbal notification. If the bill is not settled within 24 hours, the student(s) in that family will be offered grilled cheese and milk only until the bill is paid in full. All outstanding bills must be paid in full before enrollment will be completed for the following year.

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

## **Physical Examinations**

Children entering school must have a physical checkup. Parents are requested to furnish the school with the information obtained from their physician for the school health record file. Current Missouri State Law requires that all immunizations be current and on file by the first day of school.

## **School Supplies**

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

## **School Closings**

Closing of school due to bad weather or other severe emergencies will be announced by the School Reach telephone notification system and over local radio stations and major local TV stations. Announcements will state the "Southwest POD Schools - Diocese of Kansas City/St. Joseph will be closed". Parents may also call the school and get the information. Parents/guardians may, at their discretion, choose to remove their children from school early when they believe weather or streets are hazardous. In these cases, students must be dismissed through the school office. In the event of school closing due to the weather, all extracurricular activities scheduled for the afternoon and evening will be cancelled also. This includes athletics, band, scouts, etc.

## **Lost and Found**

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

## **Forgotten Items**

Updated 8/13/2011

Essential articles or items for children may NOT be delivered to students in the classroom. They are to be left in the box near the school entrance, marked with the CHILD'S NAME AND HOMEROOM TEACHER. It is the child's responsibility to check with the office before their class or lunch period (whether or not they have called their parents) to see if their forgotten item(s) have been brought in. The office will not deliver items to the students.

### **Messages**

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

### **Withdrawals**

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

### **Parking Lot**

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

### **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 co-payments for accidents that take place on school property or at school-sponsored events. Claim forms are available in the school office.

### **Volunteers**

Parents are encouraged to become involved in school activities. All volunteers must have a background check on file (every 3 years) and must have completed a Protecting God's Children workshop and provided a copy of the completion certificate to the school office. All volunteers who drive on a field trip are also required to provide the school office with a copy of their driver's license and current insurance card. The CPTA coordinates volunteer efforts, which include being teacher aides, room mothers, library aides, testing assistants, lunch program assistants and helping with the morning drop off. Athletic volunteers are assembled through the school board athletic committee. Names of current CPTA officers and Athletic Committee members are listed in the annual school roster or may be obtained by calling the school office.

### **St. Elizabeth School News**

A newsletter containing a letter from the principal or a school board member along with other important school information will be posted on the Sycamore site and the school website twice a month. All new families will have access to a handbook online, a hard copy may be requested if necessary and login information for using the Sycamore school information site. Returning families will have the same login information as the previous year. Find the St. Elizabeth School website @ [www.stelizabethnet.org](http://www.stelizabethnet.org). School lunch menus for the following two weeks will be included in each newsletter and the menu information can also be found under the Cafeteria tab on Sycamore. The dates for the school newsletter are on the school calendar. Additional information is also continually posted on the Sycamore site, in addition to the information contained in the newsletters.

### **Acquired Immune Deficiency Policy**

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

### **Asbestos**

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

### **Communication**

The philosophy of St. Elizabeth School reflects the belief that the education of our students is best accomplished when parents and school personnel work as partners. Please keep the school informed of any good news, problems or any situation your child(ren) may be experiencing which may affect school performance or behavior. **All parents are expected to attend parent/teacher conferences scheduled at the end of the first quarter of school and following teacher requests. Parents will be able to examine a portfolio of their child's work in April. All parents are expected to read all newsletters and announcements on Sycamore. Sycamore is a primary communication tool, please check this site regularly to keep abreast of important and current information.**

## Faculty Meetings

Faculty meetings will be held every Monday after school.

# Academics

St. Elizabeth School is accredited by the Missouri Non Public School Accrediting Association and Advanced Ed.

## GRADING SCALE

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

## Report Cards / Honor Roll

Parents have access to their child's grades on the Sycamore web site. Reports Cards are posted on Sycamore on a quarterly basis (Approximately one week after the quarter ends).

### Honor Roll Requirements:

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

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

All areas of study are included for honor roll consideration. Two or more check marks in the conduct portion of the report card will result in failure to make the honor roll. These check marks can be given by any of the student's current teachers.

Suspension, infractions for cheating, and excessive detention (3 or more in a quarter), automatically make a student ineligible for Honor Roll consideration for that quarter. (updated 11/18/10)

## Homework

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

### Homework Policy Guidelines for Students

- Always do your best work
- Record directions for homework in an assignment notebook.
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Understand how homework will affect your class grade
- Talk to your parents and teacher if you are having difficulty with homework
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

### Homework Policy Guidelines for Parents

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

**Homework Policy Guidelines for Teachers**

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

**Homework Policy Guidelines for Administrators**

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

**Time Frame of Homework Assignments**

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child’s teacher for assistance. Students are encouraged to use school allotted study hall and available work time during the school day to complete assignments.

<b>Homework Time Frame</b>	
<b>Kindergarten</b>	Up to 15 minutes of reading* per night, Monday through Thursday
<b>Grade 1</b>	15 minutes of reading* per night 15 minutes of homework four nights per week, Monday through Thursday
<b>Grade 2</b>	15 minutes of reading* per night 20 minutes of homework four nights per week, Monday through Thursday
<b>Grade 3</b>	15 minutes of reading* per night 30 minutes of homework four nights per week, Monday through Thursday
<b>Grade 4</b>	45-60 Minutes of homework four nights per week, Monday through Thursday Students may be required to spend time on the weekends for any long-term assignments and required reading

## Grade 5

60-90 minutes of homework four nights per week, Monday through Thursday  
Students may be required to spend time on the weekends for any long-term assignments and required reading

## Junior High Grades 6,7,8

Students in Junior High may expect 1 to 2 hours of homework per night. Homework will be kept to a minimum on weekends. Long-term projects and required reading will always require a commitment to homework on the weekend.

\* Reading also includes having adults reading to children.

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

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

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

## Late Work Policies

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

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

## Junior High Late Work

- One day late up to 75% credit
- Two days late up to 50% credit
- More than two days late, no credit but still required

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

Work due on the day of the student's absence should be turned in on the day the student returns to school. If a student is absent on the day of a quiz or test, it will be made up on the day the student returns.

## Testing

The Iowa Test of Basic Skills (ITBS) standardized achievement tests are administered to **third, fourth, fifth, sixth, seventh and eighth grade students annually**. Each January, all eighth grade students will take a secondary school placement test as a graduation requirement. Cognitive Ability tests are administered to all fourth grade students annually. Fifth and eighth grade students are administered the Assessment of Catechesis/Religious Education (ACRE) test to help school, parish and diocesan leaders evaluate the faith knowledge and attitudes of students in Catholic schools and parish-based religious programs. ACRE provides faith knowledge questions related to religious beliefs, attitudes, practices, and perceptions. It measures religious beliefs as it relates to God, the Church, Liturgy and Sacraments, Revelation, Life in Christ, Church History, Prayer/Religious Practices and Catholic Faith Literacy.

## Students with Special Needs

St. Elizabeth School and Early Childhood Center recognize the importance of supporting the needs of all learners and their families. While our Catholic School/Center is not equipped to provide for all of those needs, we will attempt to address the special learning needs of students to the greatest extent within the parameters of the school's financial and human resources. It is important the school/center fairly evaluate both student needs and the capabilities of the school/center to successfully meet those requirements.

The school/center in their professional capacity, will apprise parents of any concerns relating to identifying and planning for special needs through out the course of a student's enrollment at St. Elizabeth's. Upon the recommendation of the school/center, testing, consultations, and evaluations that will assist in providing a positive learning environment and a model for student success, shall be carried out by parents who in partnership with the school/center want to provide the best possible environment for learning.

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

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

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

### **Promotions and Retentions**

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

### **Cheating**

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

Junior High (6<sup>th</sup> – 8<sup>th</sup> grade) – Cheating on an assignment will result in a grade of zero and an automatic detention. Parents will be notified. If a student is caught cheating a second time, they will receive a zero on the assignment and out of school suspension. Parents will be notified. Suspension results in ineligibility to participate in extra curricular activities for that week. Suspension also results in a student being ineligible for Honor Roll consideration for that quarter. (updated 11/18/10)

## DISCIPLINARY POLICIES

St. Elizabeth School operates on the belief that God is present in each and every member of the school community: parents, students, teachers, administrators and support personnel. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and of the school. Accordingly, all students are expected to behave with respect for themselves, other students, their parents, teachers, and other members of the community. Students are best able to develop habits of respectful decision making when inappropriate decisions are pointed out, and the student is allowed to examine his/her decision making process and to decide where it went awry.

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

As a school that utilizes the principles of Love and Logic, our staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequence. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that are inconsistent with these core beliefs. Parents are asked to educate themselves in the use of Love and Logic strategies.

### LOVE AND LOGIC CORE BELIEFS OF OUR SCHOOL

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating a problem for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

### INDIVIDUAL CLASSROOM RULES

Teachers generate the rules and decide upon the consequences for their individual classrooms, based on a school wide system that strives to create consistent practices and holds high expectations. Teachers use a variety of behavioral and discipline techniques and many have incorporated a Love and Logic approach in their classroom.

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

Much of the wording in our discipline policy was written by Jim Fay in the Love and Logic approach to school-wide discipline plans. All school discipline policies are aligned with diocesan disciplinary policy.

## REFERRAL TO THE PRINCIPAL

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

## LEAVING SCHOOL GROUNDS

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

## COVENANT OF EXPECTATIONS

Students are expected to comply with all the school regulations and conduct themselves in a way that is respectful and conducive to learning. All transferring students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades are required to sign a Covenant of Expectations. If a student is unable to progress in a regular school curriculum and meet with the expected code of conduct, a conference will be held with the parents to explore the educational resources in the area that might assist us or better meet the student's needs.

## 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 anytime.**

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

1. Carrying or use of weapons
2. Possession, sale, or use of any narcotic, drug or alcohol.
3. Willful vandalism, damage or theft of property
4. Use of tobacco on school grounds or at school sponsored activities.
- 5. Violations of acceptable technology use for students.**
6. Defiance by word or action to any member of the school staff.
7. Deliberate truancy.
8. Gambling
9. Violence
10. Any other serious offense.

Any student suspended from school (in school or out of school) will be ineligible for extracurricular activities for the weekend following the suspension. **Parents of students who are serving in school suspensions may in some cases be required to pay for the substitute teacher that is required to supervise their student. This cost is \$80.00.**

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

**The teacher or administrator reserves the right to carry out disciplinary measures for any offense or misconduct related to school, even if not specifically mentioned as part of the handbook or on the disciplinary form, which jeopardizes the safe and Catholic atmosphere of the school. The administration is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause in his or her discretion – Sister Mary Angela Shaughnessy, SCN, JD, PhD., NCEA Notes, September 1999.**

# DISCIPLINARY PROCEDURES

## CHRISTSKILLS

As a community, parents and teachers at St. Elizabeth School are working to educate the students in making appropriate moral decisions. All students are taught the seventeen Christskills. The Christskills are perseverance, patience, forgiveness, initiative, stewardship, hard work, generosity, sense of humor, curiosity, flexibility, problem solving, responsibility, love, cooperation, faithfulness, organization and integrity. The students are asked to make daily decisions based on the Christskills. Occasionally, a student will make a decision that is not a good one. Teachers will discuss that decision in a private manner with the child. They will tell them that they are sorry that they made a poor decision. They may give the child a Christskill sheet and ask them to take it home to share with parents/guardian, etc. Parents are encouraged to discuss the incident with their child, sign the Christskill sheet and make sure that the child returns the signed sheet the next day.

## ACCOUNTABILITY CARDS (Grades 6-8)

Each teacher may use these cards to document specific behaviors that cause learning problems or behavior issues in class. The cards assist the students in taking responsibility for their choices. The cards allow parents to see what behaviors occurred and when. Each card contains space for 5 specific instances of inappropriate choices. If a student fills a card, a detention will be issued and a note will go home to the parents. This could result in a check mark on the report card. The card will be maintained in each classroom. **Students will receive a new accountability card each quarter.**

## CHRISTSKILL CARDS (Grades 6-8)

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

## DETENTION

Detentions are used as one possible consequence for 6<sup>th</sup> through 8<sup>th</sup> grade students. Detentions are used for serious violations including disrespectful behavior towards teachers, staff, other students, or damage to school property. A filled accountability card will also result in a detention. The goal of detention is to change or replace certain behaviors.

A detention is most meaningful when served as soon as possible after it is issued. **The first infraction will result in a lunch detention, held during the student's lunch period on the first lunch period that follows a filled card. In the event another detention should occur, it will be held after school on the Thursday that immediately follows the date the detention was issued. When appropriate, detention activities may include, but are not limited to; writing a reflection on behavior or academic items identified on the filled accountability card, school services such as cleaning, helping a teacher, or other service activities, etc. The goal of detention is to change or replace certain behaviors. Detention is held each Thursday. Lessons, appointments, practices, tutoring or other conflicts will not take precedence over a detention. The student will bring home a detention form to be signed and returned the day following the issue of the detention. Failure to return or get the detention notice signed, results in another detention.**

**A student who receives a number of detentions clearly indicates an unwillingness to abide by the rules of our school. We recognize that students often express themselves behaviorally; every effort will be made to meet student needs. This will be the protocol related to receiving more than 2 detentions during the school year.**

- **When the 3<sup>rd</sup> 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 teachers to help the student successfully follow the plan. Parent support is essential. Administration will be notified.**
- **If a 4<sup>th</sup> detention is earned, a review of the plan will occur with administrators in contact with parents, working to**

make adjustments as needed to the academic or behavioral plan and to help the student reflect on the situation and avoid further detentions.

- Upon earning the 5<sup>th</sup> detention a student may face an in school suspension; which may or may not cause parents to be responsible for the payment of a substitute teacher (\$80.00) A new behavioral or academic plan will be drafted with the student's needs in mind. School related privileges may also be revoked at this time. Privileges may include but are not limited to; extra curricular participation, field trips, assemblies, or programs and special events. (dances, award dinners, graduation related events or school traditions)
- If a 6<sup>th</sup> detention would be earned; the student, parents, administration, and pastor would meet to discuss the seriousness of the situation and make decisions that keep student's needs, school environment, and respect for others, clearly at the fore front of the decision making process. Suspension or other accommodations may result. School related privileges may also be revoked. (see explanation listed above)
- Any further detentions may result in suspension and/or expulsion but will be handled in consultation with the pastor, administration and parents.

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

All school discipline policies are aligned with diocesan disciplinary policy.

## SAFETY

### ***Child Abuse and Neglect***

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

### ***Building***

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

### ***Emergency Procedures***

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

**Fire** - In case of fire, the children west of Main Street will be evacuated and assembled in the northwest corner of the church parking lot. The children east of Main Street will be in the grassy area behind the Parish Ministry Center. Each teacher will have a class roster with parent contact numbers. The children will be assembled by grade and no child will be dismissed unless checked out by a parent with the teacher.

**Tornado** - In case of tornado or earthquake, the children will proceed to the designated safe areas and will not be released until an all clear has been sounded.

**Bomb Threats** - In case of bomb threats, students will be evacuated to our designated safe locations. Once the students are safely assembled, teachers and office personnel will begin contacting parents for pick up.

**Intruders** - In case of an intruder, the school buildings will be locked down, the police will be notified and the children will be released when the police determine that it is safe. We ask that the parents gather in the Parish Ministry Center (PMC) where they will be updated with the status of the situation, as information is made available to us from the police. Students will be brought to the PMC and released to parents when the police give the O.K.

# TRAFFIC SAFETY PROCEDURES

## ECC Procedures (Grades Preschool through Kindergarten)

### **Morning Drop-Off**

- Enter carpool line on Walnut Street heading south.
- Proceed to school lot entrance on Walnut Street and pull up carefully.
- Preschool parents should stop outside of the ECC east door to allow students to exit the car
- Pre-K and Kindergarten parents should proceed to the front of the ECC to allow students to exit the car.
- Teachers and Jr. High safety patrol students will aid the children in getting out of the cars and into the building.
- Exit out onto 75th Street **RIGHT TURN ONLY.**
- Parking is permitted in the designated spots along the fence line facing 75<sup>th</sup> street.

### **Afternoon Pick-Up**

- Students are picked up in the same manner they were dropped off.
- Teachers will be on duty in the afternoon to aid the students in getting into cars.
- Do not go into the classroom(s) to pick up your student(s). This could prevent the teachers from getting to their carpool responsibilities on time.

*\* Students attending class in the Parish Ministry Center (PMC) should be dropped off at the west door of the PMC. They will be dismissed from the ECC.*

## Upper Campus Procedures (Grades 1 through 8)

### **Morning Drop-Off (75th Street Entrance)**

- Enter carpool line driving west on 75th St., turning right into the driveway between Euston Hardware and the Kennedy Building. **DO NOT CUT THROUGH EUSTON HARDWARE PARKING LOT.**
- Drive behind the Kennedy Building and pull up to the curb behind the main school building to unload students.
- Drivers must pull up to the furthest drop off area before unloading students.
- **Unloading is only permitted in the designated 5 unloading spots.**
- Once students are unloaded, pull out of line and proceed north out the exit onto 74th Terrace.

### **Morning Drop-Off (74th Terrace)**

**NOTE:** Drop-off's **ONLY** are allowed at this location; **ABSOLUTELY NO AFTERNOON PICK-UP'S.**

- Drive east on 74th Terrace.
- Pull up beyond the church parking lot exit. Students may be unloaded between the parking lot exit and the corner of 74th Terrace and Main St. Students should proceed to the school building using the crosswalk adjacent to the rectory garage.

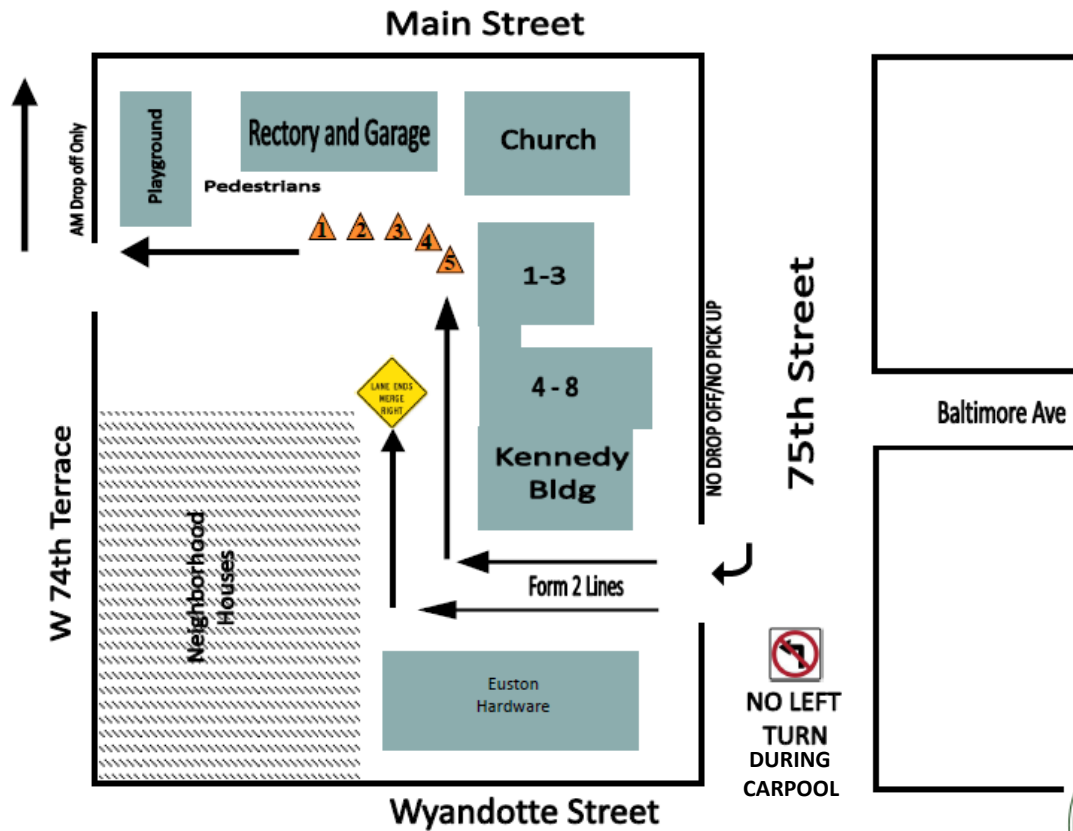
### **Afternoon Pick-Up**

- All students must be picked up using the procedures described above for the 75th St. entrance drop-off. Drivers should form two lines of cars beginning at the northeast corner of the Kennedy Building (where it meets the new building). Cars will merge to one line as they pull forward to the curb behind the main school building. Drivers must pull as far forward as possible before loading students.
- **Loading is only permitted in the designated 5 loading spots.**
- Carpools are asked to display name signs on rearview mirrors to facilitate pick-up.
- Staff/teachers will be on duty in the afternoon to supervise the students while getting into cars.
- Do not go into the classroom(s) to pick up your student(s).
- Drivers are not to enter and park on the parking lot to pick up students.

## **Safety Patrol**

Junior High students volunteer to be on safety patrol duty before and after school. These students assist with drop-off's at the Early Childhood Center (ECC) and main school building locations. Safety patrol students escort the ECC rope across the street after school.

# St. Elizabeth School Carpool Traffic Flow



Revised 10/27/10  
Not drawn to scale

▲ Students are to load and unload cars  
ONLY IN SPOTS 1 - 5



## Search and Seizure

Students' personal belongings may be searched by the principal when there is suspicion of illegal substances or harmful objects. Police and parents will be notified if evidence is found.

## School Services

### SCHOOL OFFICE

**The school office is open from 8:00 a.m. – 3:45 p.m., Monday thru Friday**

**The school phone number is 816-523-7100**

**The school fax number is 816-523-2566**

**Absentee Line is available at any time by calling 523-7101**

**Summer hours will be posted on Sycamore.**

#### **Resource Center**

In 1999, a Student Success Center; now referred to as the Resource Center, was established to insure better success for those students with special needs, students performing below grade level and those students with behavioral or organizational needs. Students can be referred to the Resource Center team by either a teacher or parent. After parental permission is obtained, the Resource Center Team will test and/or observe a student or recommend outside testing for a student. The teacher, parent, Resource Center teacher, and the student will meet to decide the best plan of action for success in school. Each child is treated as an individual and the Resource Center Team will work within their means to meet the needs of every student.

#### **Before and After School Care**

St. Elizabeth offers before and after-school care every day that classes are in session. Before-school care is offered from 7:15 to 7:50 a.m. A registration form and emergency card are required before using before and after care. After school care is available until 5:45 p.m. Children can be enrolled full or part-time with fees adjusted accordingly. You must be enrolled prior to using the services of these programs. Additional information and fees are included on the registration forms. A separate registration form is needed for each program.

#### **Health Services**

St. Elizabeth School maintains a health room located on the main floor between the office suite and the gym. A registered nurse is available daily from 10 a.m. – 2 p.m.

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

#### **Band**

Any St. Elizabeth School student fourth grade through eighth grade is eligible to join the extra curricular band program. If a student has played a band instrument outside of school and wishes to join, an audition will be held to determine band placement. Any student younger than fourth grade who has played a band instrument outside of school and wishes to join the band program will be admitted on an individual basis. Beginning band students who have shown exceptional progress may be asked to join advanced band for the second semester. This would be at the teacher's discretion. Beginning band students automatically move to advanced band after second semester.

## ST. ELIZABETH UNIFORM PHILOSOPHY

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

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



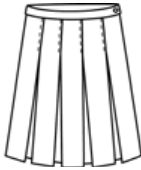
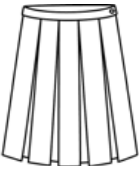


These are the policies agreed to by enrollment at St. Elizabeth Catholic School.

# Uniform Policy

All students must be in complete uniform from the first to the last day of school, except on special days. Uniforms will be checked daily by the faculty and administration. Anything which causes distractions in the classroom (hair, make-up, nail polish, clothing, etc.) will be addressed on an individual basis by the teacher.



If a student arrives at school not wearing the appropriate school uniform, parents will be notified to help correct the problem. A uniform violation note will be placed in the student's planner for minor uniform violations. Junior High students may be given an accountability check for uniform infractions. Continued violations will result in a phone call to parents.

**The following uniform items must be purchased through Dennis or Parker uniform companies. No substitutions are permitted.**

<p><b>Jumpers/ Skirts</b></p>	<ul style="list-style-type: none"> <li>• uniform plaid jumpers are worn for girls kindergarten through 4<sup>th</sup> grade <i>(2 styles available)</i></li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <ul style="list-style-type: none"> <li>• uniform plaid skirts are worn for girls 5<sup>th</sup> through 8<sup>th</sup> grade <i>(2 styles available)</i></li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	<ul style="list-style-type: none"> <li>* Land's End jumpers and skirts are not permitted as it is NOT the same plaid.</li> <li>* Jumpers and skirts must be of modest length – no more than 3" above the knee.</li> <li>* Skirts may not be rolled up.</li> </ul>
<p><b>Skorts (optional)</b></p>	<ul style="list-style-type: none"> <li>• may be worn by girls kindergarten through 8<sup>th</sup> grade</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <p>Available through Dennis</p> <p>Available through Parker</p> </div>	<ul style="list-style-type: none"> <li>* Skorts must be of modest length – no more than 3" above the knee.</li> </ul>

<p><b>Dennis Uniform</b>          6322 College Boulevard - Overland Park, KS 66211  <b>REGULAR STORE HOURS</b>          Tuesday, Wednesday &amp; Friday          10am – 5pm          Thursday 10am – 6pm          Saturday 10am – 2pm          913-381-6500  <a href="http://www.dennisuniform.com">www.dennisuniform.com</a></p>	<p><b>Parker School Uniforms</b>          Summer Store open July 14 – September 10          Town Center Plaza, Ste. 900, Leawood, Kansas          Thursday 10am to 7pm          Friday &amp; Saturday 10am to 5pm          1-800-500-4634  <a href="http://www.parkersu.com">www.parkersu.com</a>    Online School ID – KC224301</p>
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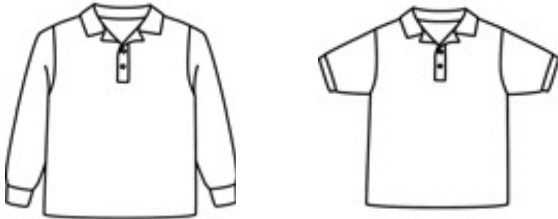
It is **recommended, but not required**, that the following optional uniform items be purchased through Dennis or Parker uniform companies.

<p><b>Sweaters</b></p>	<ul style="list-style-type: none"> <li>• Navy or red sweaters</li> <li>• purchase through Parker or Dennis recommended</li> <li>• Land’s End “Drifter” style cardigans, vest or v-neck sweater also permitted</li> </ul> 	<p><b>*A uniform shirt must be worn under sweaters.</b></p> <p><b>*No hoods, zippers, cable knit, crocheted, short or ¾ sleeves permitted.</b></p>
<p><b>Shorts</b></p>	<ul style="list-style-type: none"> <li>• navy only</li> <li>• must be walking style and must fall no more than 3” above the knee and no longer than the knee</li> <li>• purchased through Parker or Dennis STRONGLY recommended</li> </ul> 	<p><b>*May be worn in August, September, October, March, April and May</b></p> <p><b>*Corduroys, cargo or carpenter style shorts are not permitted.</b></p>

The following uniform items may be purchased through the St. Elizabeth CPTA.  
Call the Spirit Item Coordinator of the CPTA to check on availability.

<b>Sweatshirts</b>	<ul style="list-style-type: none"> <li>• St. Elizabeth navy sweatshirt with logo</li> <li>• St. Elizabeth grey hooded sweatshirt allowed on Fridays and Spirit days (<i>*Please note: these sweatshirts will eventually be phased out.</i>)</li> </ul>	<p><b>*Embroidered name on back STRONGLY recommended.</b></p> <p><b>*A uniform shirt must be worn under sweatshirts.</b></p> <p><b>*Students may not wear sweatshirts during Mass (with the exception of 8<sup>th</sup> grade).</b></p>
<b>Fleece</b>	<ul style="list-style-type: none"> <li>• Navy fleece with St. Elizabeth logo</li> </ul>	<p><b>*A uniform shirt must be worn under fleece.</b></p> <p><b>*Students may not wear fleece during Mass.</b></p>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• white or red polo shirts with the St. Elizabeth School logo</li> </ul>	<p><b>*All shirts must be tucked in</b></p>

The following uniform items may be purchased through any vendor providing they meet the uniform requirements as listed below.

<b>Shirts</b>	<ul style="list-style-type: none"> <li>• collared knit, oxford or poly/cotton material</li> <li>• white or red only</li> <li>• long or short sleeves</li> </ul> <div style="text-align: center;">  </div>	<p><b>*All shirts must be tucked in</b></p>
<b>Pants</b>	<ul style="list-style-type: none"> <li>• full length, navy twill</li> <li>• hems or cuffs required</li> </ul>	<p><b>*The following are NOT allowed: corduroy pants, carpenter pants, cargo pants, low riders, bell bottoms, skinny pants, pants with rivets.</b></p> <p><b>*No ripped or faded pants allowed.</b></p>
<b>Socks</b>	<ul style="list-style-type: none"> <li>• solid navy, black or white</li> <li>• socks should be worn daily</li> </ul>	<p><b>*No decorations or insignias allowed.</b></p>

<b>Shoes</b>	<ul style="list-style-type: none"> <li>• tennis shoes with non-marking soles</li> <li>• flat or low-heeled shoes with enclosed toe and heel</li> <li>• shoes must be kept clean</li> <li>• laces must be tied</li> </ul>	<p><b>*The following are NOT allowed: sandals, crocs, slippers, hee-lies, jellies.</b></p> <p><b>*Tennis shoes MUST be worn on P.E. days.</b></p>
<b>Boots</b>	<ul style="list-style-type: none"> <li>• SNOW boots are permitted as weather dictates</li> </ul>	<b>*Students must bring uniform shoes to wear during the day.</b>
<b>Belts</b>	<ul style="list-style-type: none"> <li>• Belts are required with pants or shorts for all students in grades 5-8</li> <li>• Solid brown, black or navy only</li> </ul>	
<b>Leggings</b>	<ul style="list-style-type: none"> <li>• may be worn by girls kindergarten through 8<sup>th</sup> grade</li> <li>• solid navy, white or black only</li> <li>• must be full length</li> <li>• must meet with socks</li> </ul>	<p><b>*Sweatpants, wide-legged pants, lace trimmed leggings or long underwear are not permitted.</b></p> <p><b>*No patterns, holes or rips.</b></p>
<b>Tights</b>	<ul style="list-style-type: none"> <li>• may be worn by girls kindergarten through 8<sup>th</sup> grade</li> <li>• solid navy, white or black only</li> </ul>	<b>*No patterns, holes or rips.</b>

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### Additional Uniform Regulations

<b>Hair Code</b>	<ul style="list-style-type: none"> <li>• hair should be kept neat and clean</li> <li>• boys' hair must be kept trimmed above the collar, eyebrows and ears as it naturally occurs</li> <li>• boys' must be clean shaven</li> <li>• no artificial hair color allowed</li> </ul>	<b>*Attention seeking hair styles and hair color are not permitted.</b>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• accessories should be kept minimal (no more than 1 necklace or bracelet should be worn)</li> <li>• dangling earrings are NOT allowed</li> <li>• headbands with minimal adornment are permitted</li> </ul>	<p><b>*Attention seeking or distracting jewelry is not permitted.</b></p> <p><b>*Scarves, bandanas or hats are not permitted.</b></p>
<b>Make up</b>	<ul style="list-style-type: none"> <li>• No make up allowed grades K-6</li> <li>• Minimal makeup is permitted for 7<sup>th</sup> and 8<sup>th</sup> grade girls.</li> <li>• No body tattoos (permanent or temporary)</li> </ul>	

## Dress Uniforms

Every Wednesday, May Crowning and other special occasions are dress uniform days. Normally, these dates will be marked on the school calendar. **No** sweatshirts or fleece are allowed during Mass (with the exception of 8<sup>th</sup> grade).

**Students will remain in dress uniform on Mass days** (with the exception of classes scheduled for P.E.)

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



**Girls:** Uniform jumper or skirt  
Clean, ironed white blouse or white polo shirt  
Socks, tights or leggings  
Clean, appropriate shoes  
Sweater / vest (optional)



## Dress Code for Non-Uniform Days (uniform skip days)

Students are expected to appear neat. Clothing with ripped-out knees, cut-off sleeves, etc. is not permitted. Regular school uniform is always acceptable; participation in non-uniform days is at the option of the student and his/her parent(s). It is the school's hope that these guidelines will be broad enough to allow all students who desire to participate in these special days to do so without having to purchase additional clothing. Following are descriptions of suitable attire for non-uniform days. Uniform skip days are considered a privilege. Removal of this privilege may be part of a disciplinary consequence.

**Shirts:** Sleeveless shirts or midriff shirts will not be allowed. Shirts that have inappropriate language or artwork and/or advertise alcohol or tobacco products will **NOT BE PERMITTED**.

**Pants/Skirts/Skort/Shorts:** Athletic shorts, sweatpants including yoga pants, are **NOT** allowed. Skorts, skirts and shorts must be of an appropriate length. Jeans, corduroys, cargo pants and capris are allowed.

Uniform Skip fund raisers will be limited and scheduled periodically. Students will be asked to donate \$1 to a special cause for the privilege of enjoying a uniform skip day.

**FIELD TRIPS:** If it is acceptable not to wear uniforms on field trips, parents will be notified in writing from the school. Generally, the same clothing that is permitted for "dress-down" days is appropriate. In some cases, jeans may not be allowed and the note will indicate as such.

**SPIRIT DAYS:** *New this year!* The first Friday of each month will be a Spirit Day. Students may wear appropriate St. Elizabeth attire, so football jerseys or track t-shirts are two examples that would be great choices. A St. E's sweat shirt or t-shirt sold by the CPTA would be appropriate too. Jeans should be worn with the St. Elizabeth shirt. We hope this will be a good community builder for our students. Regular school uniform is always acceptable.

# PROPERTY ISSUES

## School Property

The school building, grounds, furniture and equipment are the property of St. Elizabeth Parish. They have been purchased and maintained at great cost and effort by the parishioners over the years. Students are expected to use them appropriately and carefully.

If a student should act in disregard to the care and appropriate use of the St. Elizabeth facilities, disciplinary and monetary consequences may result.

## Textbooks

Student textbooks represent a very costly item in our operating budget. The school has an ongoing plan to update some student textbooks each year. All textbooks and library books are the property of the school. Use of them is included in the registration fee. Students are expected to handle all books with care and respect. Textbooks are to be properly covered at all times. Mutilating and/or defacing books devalues them for future use. Students should not write in or on any textbook. Students/parents are charged for replacement of damaged/lost books. Teachers will evaluate the condition of text books before issuing them for use with students. The teachers will evaluate the text books upon their return. Text books that are determined to be excessively damaged by more than general wear will be replaced at the expense of the parents.

## Student Internet Usage Policy

Students may use the internet **for class purposes only**. At no time may students:

- Stream music or videos
- Access personal email accounts
- Play online games (unless it is for a supervised class activity)
- Stray from the directed use during the instructional period or class activity
- Access any social media sites

## Computer Usage Policy

St. Elizabeth has computers and printers in a lab setting available to students for weekly group use. Teachers may check out a laptop cart for student use in the classrooms. Students and parents are required to sign a technology usage agreement prior to using St. Elizabeth equipment.

## Lockers/Desks

Fourth, fifth, sixth, seventh and eighth grade students are issued lockers for their textbooks, folders, coats, lunches, etc., and such items are to be kept in the locker in an orderly fashion with the door locked. Students must purchase a lock from the school. No posters, mirrors, tape, etc., are allowed in the lockers. Students may attach school related info with appropriate magnets. The school is co-tenant of the lockers and desks and reserves the right to inspect them at any time without notice. Continually breaking locker rules will result in the loss of locker privileges. Teachers in each grade will establish guidelines for appropriate locker visiting times.

## Personal Property

Respect for others, as a basic human and Christian value, requires that all students leave the property of others alone unless specific permission is granted by the owner.

## Personal Electronic Device Policy

The possession and use of personal CD players, i-pods, Game Boys, DS players, headphones, cell phones, pagers and other electronic equipment is prohibited during the school day. In light of the fact that all classrooms are equipped with telephones, cell phones are to be turned off and kept locked in student lockers until afternoon dismissal. The possession or use of electronic items during the school day will result in the item being confiscated and returned, at the discretion of the administration, to the parent. Use of cell phone is limited to phone calls or texts. Students should ask permission while on school property to use their phone. No photos are to be taken. Games or other applications are not appropriate before or after school while waiting for doors to open or to be picked up.

## St. Elizabeth School Board

The School Board is consultative and advisory in its capacity regarding school policies, and NOT SUCH in day-to-day administration of the school. The 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 Board has eight (8) voting members elected for 2-year terms consisting of the President or a representative of the CPTA, one (1) member of the parish without children in the school, five (5) members of the parish with children in school and one (1) non-parishioner with children in the school. The principal and pastor have no voting power. Notice of nominations for the Board are announced in parish and school bulletins, and elections are held during the spring at the weekend Masses.

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

## Student Activities

<b>JUNIOR HIGH</b>	"A" & "B" Honor Roll - Quarterly Spelling Bee 7th Grade Melodrama	Athletics Student Council Instrumental Music	Oration and Speech Yearbook 8 <sup>th</sup> Grade Improv
<b>INTERMEDIATE</b>	Athletics (includes intramurals) Spelling Bee	Instrumental Music Chess Club	
<b>PRIMARY</b>	Athletics (includes 2nd & 3rd grade intramurals)	Chess Club	

## Extracurricular Activities Eligibility

To assist with the education of our children, St. Elizabeth School will follow diocesan guidelines for eligibility in athletics and other extracurriculars.

"Extracurriculars" are activities, which exist under the auspices of the school administration. They are a privilege to be earned by the student and are determined by Christian attitude, academic achievement, appropriate behavior and good sportsmanship.

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

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

Eligibility will run from Tuesday to Tuesday. Ineligibilities will be turned in to the principal on Mondays and the student, parents and extracurricular coordinators will be notified that day.

Unsportsmanlike conduct or inappropriate behavior related to sports or extracurricular activities will result in ineligibility without warning.

Any student suspended from school (in school or out of school) will be ineligible for the weekend following the suspension.

Final authority and decisions on eligibility rest with the principal.

## Athletic Policies

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

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

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