

# St. Elizabeth School

Parent

Student

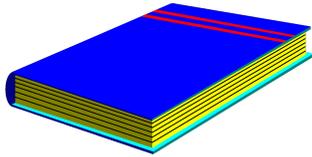
Handbook



Excellence in Faith Formation and Education

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## St. Elizabeth School Parent/Student Handbook

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***“I give you a new commandment: Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples.”***

John 13: 34-35

### **FORWARD**

The administration of St. Elizabeth Grade School extends a sincere welcome to each member of the faculty, parents and students. Our prayer is that the coming school year will be a rewarding experience as we help students to grow spiritually, emotionally and academically.

### **MISSION STATEMENT**

St. Elizabeth School is a Catholic center of education, a service to the parish and the community at large. The mission of St. Elizabeth School is to provide an environment which will foster Catholic moral values and academic excellence. The school, working together with family, faculty and parish community, strives to open new avenues of learning, stimulate critical and creative thinking, stress personal values and promote an awareness of our uniqueness in God's redemptive plan. As an instrument of the Catholic Church, St. Elizabeth School focuses its education on growth in Christian living and service.

### **INTRODUCTION**

A school faculty is a corporate entity whose members share a single spirit and common philosophy and work cooperatively to attain common objectives. Our objective is to help the students find values in life, and to develop them, by nurturing in each student a sense of responsibility. The objectives are basic to Catholic Christianity and American democracy.

This handbook is intended to be compendium of information about St. Elizabeth Grade School for parents, students and staff. It contains material which should serve to acquaint new members with the school and to inform all members about current practices and procedures. The purpose of this handbook is to unify us in our thinking and acting, to foster an understanding of school policies, and to develop consistency in carrying out the practices and procedures by all members of St. Elizabeth's Parish family. All policies in this handbook are subject to revision, but they remain school policy until such revisions are made official. Policy is initiated and formulated by the Principal and approved by the Pastor. The Principal may request input from the members of the faculty and Board of Education. Policy becomes official when it has been approved and appears in the handbook.

### **GENERAL INFORMATION**

#### **Philosophy**

St. Elizabeth Grade School philosophy reflects the Judeo/Christian ideals which the school strives to achieve through its programs. St. Elizabeth Grade School is a Catholic center of education, a service to the parish and community at large. The school is grounded in our faith community. We are committed to providing an environment which will foster Christian values and academic excellence.

The family and school work together to provide a quality education. The school, supported by the family, strives to open new avenues of learning, stimulate critical and creative thinking, stress personal values, and promote an awareness of our uniqueness in God's redemptive plan. As an instrument of the Church, our school focuses its education on growth in Christian living and service.

## **Objectives**

We believe that parents, children, school, community and church all share in the responsibility of Catholic education. As educators, we are totally committed to this responsibility to fully develop the physical, intellectual, cultural, moral, and spiritual potentialities of each person.

Therefore, we will strive to do the following:

1. Encourage and support parents in their role as primary educators as they lay the foundation of Catholic-Christian living.
2. Treat each child as a unique person whose potential unfolds through the learning experiences we provide.
3. Contribute to the overall growth of the child by making the school a place of personal growth.
4. Be active in our parish by accepting the Catholic-Christian message and witnessing as individuals and a community to all that Jesus said and did.

## **Non-Discrimination Policy**

St. Elizabeth Grade School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Elizabeth Grade School does not discriminate on the basis of race, color, sex or national and ethnic origin or disability in administration of policies, admission policies, scholarships and loan programs, and athletic and school administered programs.

All students entering St. Elizabeth Grade School must be admitted by the Principal who determines if St. Elizabeth can sufficiently meet a child's needs. Special financial hardship requests must be made directly to the Pastor for approval.

### *Title IX*

St. Elizabeth School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## **School Pledge**

*I will show respect, understanding and concern for everyone.*

*I will do this for the happiness of others and myself with God's help.*

Students in each classroom will recite this pledge daily as a reminder of what we feel is a very important lesson in kindness and goodness. Students will begin each day with prayer and recite the Pledge of Allegiance.

## **ABSENCE AND DISMISSAL PROCEDURES**

1. Attendance will be taken daily by the classroom teacher and recorded for the purpose of report card requirement. The absentees' names are turned in daily to the office.
2. There are times when a doctor's permit may be requested. For non-participation in PE, a doctor's note is required stating the nature of the injury or illness and a date when the child may return to PE activities.
3. When a child must leave school during school hours (sickness and appointments), the parent must sign the child out. If the child later returns to school, the parent must sign that the child has returned. The sign-out/return book is at the office.
4. Excessive absence could be cause for retention.
5. Taking students out of school for vacations and sports tournaments is highly discouraged. Teachers are not required to give advance work when this occurs.
6. A student is recorded on permanent record as being absent for a half day when he/she misses at least two hours and absent for a full day when he/she misses four hours of class time in a regular day.

## **ABSENCES AND TARDINESS**

1. Students are required to attend daily during the entire school year. The requirements for school attendance are mandated by state law and city ordinance. Taking attendance is a legal as well as an educational obligation. School is not optional. The Illinois School Code, Article 26-1, requires those who have custody of any child between the ages of 7 and 17 years to cause such child to attend school the entire time it is in session during the regular school term. Compliance with the compulsory attendance law is the responsibility of the parent or guardian and the student. Attendance at school has a direct correlation to student performance, and absences from school are regarded as deterrent to success in school. Our attendance policy is designed to develop student punctuality, self-discipline and responsibility. Any time a student is not in school, he/she is designated absent. Students who must be excused for medical, dental, funeral, or other reasons during school time are excused, but considered absent. Notice must be given stating the time, length, and reason for the absence. A student missing more than 2 but less 3 1/2 hours of school will be considered absent 1/2 a day. A student missing more than 3 1/2 hours of school will be considered absent a full day. A Truancy (unexcused absences totaling 10% of attendance days) will be reported to the Madison County Truancy Office. Students who are absent a total of 10% attendance days may be retained.
2. Students are responsible for making up all work missed due to absence. This work will be placed on a table by the office for pick-up after 2:45 p.m. on the day of absence. Please do not ask teachers to prepare assignments before the end of the school day. This would cause disruption in the instruction of other students. Missed work should be completed and assignments turned in at the teacher's discretion.  
For an absence to be excused, parents must call the school before 9:30 a.m. and send a note regarding the absence when the child returns. If the office is not notified, school personnel are required by state law to contact the parent either at home or work to check on the child. Should a student be absent for more than five days in a semester, he/she may be required to supply the school office with a written doctor's excuse in order for that absence to be excused. After ten days absent from school in one semester, failure to supply the school office with a doctor's note or pre-arranged note, the absence will be reported to the Regional Truant Officer. The Regional Truant Officer will then handle the report according to state law.
3. Tardiness causes loss of instruction and disrupts the class. Three tardies per quarter prompt a detention.
4. Each subsequent unexcused tardy per quarter will result in a \$25.00 fee per tardy, per child.
5. Failure to report for detention will result in a \$25.00 fee per child.
6. Students arriving after 8:00 am must report to the office to sign in and procure a tardy slip to present to the teacher upon entering the classroom.
7. Tardy students are excused for doctor appointments, dentist appointments, orthodontist appointments, or funerals.

## **ACADEMICS**

### **Curriculum**

St. Elizabeth School curriculum focuses on academic achievement and faith formation.

The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, meet or exceed common core standards and are followed for the teaching of all secular subject areas.

The instructional programs, taught in English at St. Elizabeth School include:

- **Religion**

Students study Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation.

Liturgical services are held on Wednesday and Friday morning for the entire school community.

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test.

- **Computer Literacy**

Word Processing, Data Base, SpreadSheets, PowerPoint and Integration with Curricular Subjects.

- **Fine Arts**

Music, Art (St. Elizabeth School complies with Toxic Art Supplies in Schools Act) and Spanish (K-2)

- **Language Arts**

Reading, Writing, English, Grammar, Spelling, Vocabulary, Composition, and Literature

- **Mathematics**

Mathematics Skills, Pre-Algebra, and Algebra

- **Physical Education**

Physical fitness programs appropriate for each grade. The necessity of a PE uniform will be determined by the current PE teacher. Non-marring tennis shoes are required and sweats are recommended for cold days. Grading practices will be determined by the teacher.

- **Science**

General Sciences and Laboratory Experiences (St. Elizabeth School complies with Eye Protection in School Act)

- **Health**

General health, sex, drug and alcohol education is incorporated in the religion and science curricula at the appropriate age levels. A program of personal safety is presented to all students preschool – grade 8. Classes on Human Sexuality based on Catholic teachings are presented in grades 5-8. Parents are advised of the dates of classes prior to beginning the material. Parents may view curricular materials and request that students opt out. Parents who do not have their child participate in programs will be offered parent materials for individual education. They are required to sign a notification they do not wish their child to participate and that they have been offered educational materials.

- **Service**

All students participate in service projects throughout the school year benefitting Missionary Childhood Association, local food pantries/drives, Catholic Charities and other local and missionary needs. Confirmation students complete service hours for the parish, school and community.

- **Social Studies**

Social, geographic, economic and political activities in the past, present and emerging future, American history, World history and World geography. Civics, American patriotism and U.S. Constitution

- **Special Instruction**

St. Elizabeth School offers resources, when available, for students who need re-teaching, reinforcement or have an active service plan. Individual Educational Plans may be written listing educational goals and actions which could lead to achievement of goals. Individual plans are discussed with students and parents. They are kept in a separate file from permanent records.

Parents may seek eligibility for Special Education services through Granite City School District #9. GCSD provides speech and language, Title I reading services and special education services to students who qualify. District employees may provide services at St. Elizabeth School or parents/guardians may be required to transport students to their public home school for services. Students receiving special services off campus are excused.

Counseling services are available through Madison County Catholic Charities, Chestnut Health Services, Barnes Jewish Hospital Wings on Wheels Program and independent, licensed therapists. Services are available to groups of students or individual students based on need. The principal/pastor will be notified of a need or potential need for counseling services. They in turn will seek the assistance of available services and/or guidance from the Diocese of Springfield.

**Accreditation:**

St. Elizabeth School is accredited through the Illinois State Board of Education and the Diocese of Springfield in Illinois.

### **Grading Scale:**

A+	=	98 - 100
A	=	95 - 97
A-	=	93 - 94
B+	=	90 - 92
B	=	87 - 89
B-	=	85 - 86
C+	=	82 - 84
C	=	79 - 81
C-	=	76 - 78
D+	=	73 - 75
D	=	71 - 72
D-	=	70
F	=	below 70

### **Grading Elements:**

Promotion to the next grade depends on successful completion of all subject areas. In order to maintain a high standard of education, children who do not meet the minimum requirement for their grade level will not be recommended for promotion. The purpose of retention is to better prepare the student academically or socially for the next grade level. If the teacher feels retention will not accomplish these goals, students may be transferred to the next level. Students who are transferred will not be allowed to continue at St. Elizabeth School.

- A. Grades reflect homework, tests, class participation, special assignments and quizzes.
- B. Grade retention: The teacher will meet with the parent(s) at least three times including the parent-teacher conference in November. The teacher will recommend to the parent(s) his/her decision by the end of February that there is a possibility of retention. Conferences will be documented. There will be no social promotions. A student with two failing grades in the core curriculum will be retained.
- C. A student meeting academic standards will be promoted.
- D. Report Card will be issued four times a year. Dates will be included in the school calendar.
- E. Progress notes will be emailed out mid quarter to all students.
- F. Kindergarten, Music, P.E. and Computer teachers may use O (outstanding) S (satisfactory,) N (Needs Improvement) and U (unsatisfactory) in place of letter grades.
- G. Honor Roll - Outstanding students from grades 5 - 8 may be placed on the honor roll if they have no grade lower than "B" and a maximum of 3 B's and no D's or F's in conduct or effort. PE, Music and Computer Lab will be included.
- H. Homework Policy - There will be a policy that generally homework will not be assigned over a normal two day weekend except for tests and projects that have been announced several days before the weekend and daily practice with flashcards or daily reading. Sundays are the Lord's Day where families should be emphasized and work de-emphasized. The rule of thumb for homework assignments during the week is to multiply the child's grade times 10 minutes. This does not include long-term assignments or tests. If parents are concerned about the load of homework, they should first discuss their concerns with the classroom teacher.
- I. Students receive report cards quarterly. Grades will not be discussed with any staff members for 24 hours after report cards are distributed.

### **ADMISSION AND REGISTRATION POLICY**

At the time of admission, parents enrolling a child agree to uphold and teach the basic Catholic values being taught at St. Elizabeth School.

St. Elizabeth School, Granite City IL, admits students of any race, color, sex, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color sex, nationality and ethnic origin in administration of its educational policies, scholarship and assistance programs, and athletic and school administration programs.

Depending upon the progress of the budget/tuition process, the principal will set the dates for registration. Typically registration is held in late March or early April. The public is notified of registration in the church bulletin, school website and through local advertisement. Existing parents are notified through the church bulletin, school newsletter and school website. The registration process in the spring is very crucial in **determining class size and textbook needs.**

The following admission guidelines will be followed:

1. Kindergarten enrollees must be five years of age by September 1. (School code of Illinois)
2. The non-refundable book fee is due at registration or a predetermined deadline. It is set by the principal, pastor and finance committee.
3. Classes will be limited as follows: K - 3: 25 - 30 and Grades 4 - 8: 30 Grades that currently have two classes will each close at this number. The closing, re-opening, splitting, or combining classes will be at the discretion of the principal and pastor. Those students registering after a class is closed will be placed on a waiting list and will be notified as soon as an opening becomes available. Enrollment is NOT on a first come, first served basis. Depending on various factors, the school will attempt to admit students in the following order:
  - a. The student's parents are active, supporting, and registered members of St. Elizabeth parish *with* other children already enrolled in the school.
  - b. The student's parents are active, supporting, and registered members of St. Elizabeth parish *without* other children already enrolled in the school.
  - c. The student's parents are active, supporting, and registered members of ANOTHER PARISH *with* other children already enrolled in the school. (Students with siblings in school will be given special consideration.)
  - d. The student's parents are active, supporting and registered members of ANOTHER PARISH *without* other children already enrolled in the school.
  - e. The student's family is non-Catholic but wishes to follow the policies of St. Elizabeth School.
    - ❖ *Final decision rests with the principal/pastor based on whether St. Elizabeth can meet a child's needs.*
4. Teacher assignments will not be revealed until the first day of school. Parents may request a change directly to the principal; however, the only reason meriting change is of educational or special needs of the student not personal teacher preference.
5. Our tuition schedule is three tiered: Parishioner, Catholic/Non-Parishioner, and Non-Catholic/Non-Parishioner. Tuition schedules are published yearly. To be eligible for this tuition schedule, each family is required to participate in the Scrip Program by purchasing a required amount set by the pastor and finance council. Families are also required to complete time and talent hours and work bingo monthly.
6. The definition of a "Parishioner" is one who:
  - a. Has registered in the parish office
  - b. Actively participates in the Catholic faith by attending Mass every weekend.
  - c. Participates in the envelope system on a regular basis
  - d. Child/ren has/have been baptized in the Catholic faith.
  - ❖ Final decision on status shall rest with the Pastor
7. Financial hardship cases are available only to St. Elizabeth Parish families and must be presented to the Pastor at the Parish Office. This applies to tuition and book fees.

## **ATHLETIC ELIGIBILITY POLICY**

### **Diocesan Rules of Eligibility:**

1. Written permission of the parents.
2. Physical examination within six (6) months of the beginning of an athletic season.
3. Proof of medical insurance coverage.
4. Reasonable schedule of games and practices.
5. Weekday games and practices requiring extensive travel are unacceptable (unless followed by a free day).
6. Students who are fifteen (15) years of age or older are prohibited from playing.

7. Pep squads composed of a select group of students are prohibited.
8. Students limit participation to one (1) school team in the same sport.

### **St. Elizabeth Sports Rules of Eligibility:**

1. Teachers will monitor grades every week and submit any concerns to the office.
2. A student who has one F or two D's in academic subjects or a D or F in conduct or behavior will be ineligible. (Students with special needs may be exempt from this policy at the discretion of the principal.)
3. The student is permitted to attend practices but not games. If the student improves his/her grades, then he/she may return to the roster. Grades will be monitored once the athletic season begins.
4. Computer lab, music and PE grades will be considered in the eligibility policy.
5. The teachers will notify the principal each Wednesday morning regarding ineligible players.
6. Parents and coaches are notified if players are ineligible.
7. Any student who is absent for a full day from school on the day of a game or practice is not permitted to participate in either. (A full day is considered four hours)
8. If the same student is ineligible for four (4) consecutive weeks, then they will be removed from the roster.

### **Sports Guidelines:**

1. Parents are responsible for transporting athletes to and from all games both home and away.
2. One unexcused absence from games or practice will result in a suspension of one game. A phone call or written excuse should be given to the coach, or athletic director or principal if the coach is unavailable.
3. Misbehavior that interferes with practice or games will result in a loss of playing time or a suspension of one game.
4. No one leaves the gym during practice without the permission of the coach.
5. Permanent suspensions due to behavior or attendance issues are the decision of the coach in consultation with the principal and pastor.
6. No other sport should interfere with games or practices. Other games should be honored but a note or phone call to the coach is needed. The coach has the discretion to eliminate a starting position or reduce playing time even if the absence is excused. Every effort will be made to play athletes that are committed to practices and games.
7. Any other rule that a coach institutes for the team are at the coach's discretion. Breaking of those team rules may result in loss of playing time or suspension of one game.
8. There is to be NO gum at games or practices.
9. If anyone quits or is dismissed, he/she will not be recognized at the sports award ceremony.
10. Parents are expected to help run concessions. A work schedule will be distributed after the sports calendar is determined.
11. Clean uniforms must be returned to the coach at the end of the season.
12. Families of athletes will pay a fee, determined in the fall, for their child/ren to play.

## **BLOGS AND CYBERBULLYING**

Engagement in online blogs such as, but not limited to, Facebook®, Snapchat, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish. No one may use the school name, logo or motto on any type of social media on in any other way without the written permission of the pastor or principal.

## **BULLYING**

St. Elizabeth School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Repeated, unwanted and aggressive use of words to hurt, threaten, frighten or harm are not acceptable. Bullying incidents should be reported. Tell a trusted adult or write a note. A locked box titled “we need to talk” is mounted in the library and checked weekly by the administration. Notification leads to information. Teachers, students and parents involved will receive written information or a phone call may be made if the situation requires immediate action. Consequences are assigned. Consequences may range from detention to suspension depending on the severity of the situation.

## **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

## **CHILD ABUSE LAWS**

St. Elizabeth School abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **CONDUCT**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, CDs, iPods, iPads, personal laptops or smart watches or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

## **Acceptable Use Agreement**

The Acceptable Use Policy and chrome book agreement policies are provided in a separate agreement. All users are required to sign the Acceptable Use Policy which abides by the Diocesan Information Technology Systems Policy.

## **Cell Phones**

Cell phones may not be used on campus. Students must turn phones into the classroom teacher at the beginning of the day and may collect them upon dismissal. Students need to report to the office if their transportation is not available at the end of the day. Under no circumstances should students contact parents or guardians if they are waiting for transportation. Students should bring cellphones to school only for safety reasons.

## **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” include school liaison police officers.

## **CRISIS MANAGEMENT PLAN/EMERGENCY DRILLS**

A crisis management plan detailing possible events can be found in the principal's office.

### **Fire Drill**

#### **SIGNAL: FIRE ALARM SYSTEM WILL SOUND**

1. Students leave the room quickly and quietly. Leave windows alone but shut door.
2. Each room has fire exit instructions posted.
3. Teachers will discuss with their class what to do in case their normal exit is blocked.
4. Teachers will carry a class list so they are able to check for each student.
5. Students not in a classroom are to leave the building at the closest exit and then report to the nearest classroom teacher.
6. Other staff members will check restrooms and supposedly vacant rooms for students and staff.
7. Return to building when bell rings.

### **Tornado Drill**

#### **SIGNAL: REPEATED SHORT RINGS OF DISMISSAL BELL OR CITY DISASTER SIGNAL**

1. Students are to go quickly and quietly to the hall to their own designated spot.
2. They are to get down on their knees and put their heads to the floor with hands clasped over their heads.
3. They are to stay away from doorways and windows and exterior walls.
4. This drill is practiced the first Tuesday of every month in accordance with the city-wide testing of the sirens.
5. In the event that the building is damaged, children will be moved to a safe area. School will not be dismissed, but children will be held until parents can pick them up or notify us of arrangements to be picked up.

### **Earthquake Drill**

#### **SIGNAL: ONE SHORT, ONE LONG, ONE SHORT BELL**

1. If indoors, take cover under a desk, table, or bench and hold on or sit against an interior wall. Avoid glass, windows, outside doors or walls and anything which could fall.
2. If outdoors, stay there. Move away from buildings, utility poles, wires and street lamps.
3. When the quake is over, immediately vacate the building, reporting to the assigned spot for fire drill for roll call.
4. A second signal (like the first one) will indicate evacuation of the building.
5. A third signal will indicate return to the building if possible.

### **Shelter in Place**

1. Announcements are made, according to the crisis plan, regarding hostile adult or intruder in the building.
2. Students secure in the classroom.
3. Law enforcement/administration give "all clear" according to the school crisis plan.
4. The law enforcement/ pastor/principal will determine if children need to be moved to a safe area and the best communication to parents and official notice to media. (See Crisis Plan for complete details)

### **Missing Person**

The school has a system in place that flags records/requests for any current or former student reported as a missing person by the Illinois State Police.

### **Gas Leak Alert**

Follow the fire evacuation procedure.

### **Heat and Ozone Alerts**

Parents will be notified in advance of early dismissal. Drinking rules will be relaxed and outdoor activity will be curtailed. Rooms have air conditioners and ceiling fans.

### **Severe Thunderstorms**

Staff will monitor the radio for severe thunderstorm watches and warnings. In the event that a storm occurs at dismissal, students will be held in the classroom until the storm passes and it is safe to walk to the parking lot.

### **Winter Storms and Extreme Cold Weather**

1. School will not be canceled mid-day; however, if parents want to pick their child/ren up early, they may do so by coming to the school office to check them out.
2. Student will be released to their own parents unless the school is given other directions.
3. School closing will be communicated through radio and TV stations and the Renweb system. Since the public schools frequently cancel school because severe cold affects their bus riders and walkers, we will NOT always follow Granite City Public Schools. If our roads are safe and the parking lot at St. Elizabeth is clear we will try to have school. If you feel that it is not safe to transport your child, which is perfectly acceptable, please call the school just like you would for your child's illness. It would be considered an excused absence and there would be no repercussions with homework, tests or grades.

### **Asbestos Management Plan**

St. Elizabeth School has an Asbestos Management Plan that is on file in the principal's office and is available during normal business hours in accordance with federal regulations.

### **DISCIPLINE**

School rules and classroom rules establish reasonable, clear, explicit, and positively stated expectations for a productive learning environment. Expectations are designed for all students attending St. Elizabeth School. Failure to meet expectations will result in student discipline.

#### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Notification Form. The day, date, and time of the detention are at the discretion of the teacher/principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

#### **Suspension**

In-School suspension may be given for one to three days as a consequence for repeated incidents of insubordination, defiance of authority, or violation of other policies as stated in this handbook. The principal will contact parents prior to the beginning of the in-school suspension. Goals and objectives for the in-school suspension will be set and an improvement plan will be stated. The plan will be signed by the principal, parents and students. Students who are given an in-school suspension will be required to report to school each day and work under the direction of the administration. Completion of work and grades will be recorded.

Out-of-School Suspension may be for one to five days as a consequence for serious acts of misconduct and/or violation of policy. The principal will contact the parents and suspension dates will be set. Goals for suspension and an improvement plan will be recorded and signed by the principal, parents and students. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

#### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Elizabeth School. Students may be expelled for a single act of misconduct including, but not limited to: possession of a weapon, use of a weapon, possession or sale of a drug, attacking or threatening a staff member, tampering with fire equipment, or any act which threatens the safety or morals of a staff member or pupil. The pastor and principal will make a final decision regarding expulsion after parents have been contacted and conferred with administration. If parents choose not to confer, the pastor and principal will confer as scheduled. The date of expulsion and the word "withdrawal" will be placed on the permanent record. Students will not receive a "student in good standing referral." Students who have been expelled will not be allowed to return to the school without prior permission from the pastor. If a student is expelled, no paid tuition will be refunded.

## **Home Study**

If a student is accused of a serious crime, he/she will be suspended until the case is resolved. Parents may arrange for home study, at their expense, until the case is resolved.

At all levels of discipline, parents are monetarily liable for acts of vandalism or damage caused by their child.

## **EMERGENCY FILE**

Emergency cards are used by school personnel to contact parents/guardians in the event of an emergency (i.e. illness, accident, change of clothes, etc.). These cards are filled out at registration and must always be kept updated with current address and emergency phone numbers.

## **FIELD TRIPS**

1. School issued permission slips are mandatory for a student to leave campus. A blank copy of the standard school permission slip is available on the school website if a parent misplaces a slip that was issued from the trip sponsor. All permission slips must be signed and returned on or before the due date.
2. Parents must advise the teacher if the student has life threatening allergies that the child may be exposed to on the trip. Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.
3. All school rules apply on class field trips.
4. Trips are planned for educational benefits and cannot be considered a right but a privilege.
5. A parent may choose not to allow his/her child to attend; however, the child must still come to school as this is considered a regular day mandated by state law and city ordinance.
6. Students who are participating in the field trip must ride the stated transportation to and from the field trip with their class. Students not riding on the bus/approved transportation may not participate in the field trip with the class and will be counted absent for the day.
7. Insurance liability requires at least one (1) adult for every eight (8) children.
8. Chaperones must stay with the class and may not take the group of children to another site without those provisions spelled out in the signed permission form.
9. For safety reasons, chaperones may not bring a sibling or other children on the field trip.
10. No smoking and no alcohol is allowed on any school field trip.
11. Breach of rules will result in the student/ adult not allowed to participate in future field trips.
12. Chaperones must show proof (or have a current copy on file) of insurance and driver's license.
13. Chaperone must have a background check completed and must have attended Protecting God's Children Program before accompanying students on a field trip. Chaperones must comply with the policy on Working with Minors for the Diocese of Illinois.

## **FINANCIAL MATTERS**

### **Tuition Policy**

The Tuition Policy is written by the pastor on an annual basis. It is presented to the Finance Council and the School Board before it is implemented. A tuition contract agreement is reached between the school family and the parish at registration. A copy of the current tuition policy is distributed to each school family.

Families may choose to pay annual tuition in advance or enroll in the FACTS Tuition Management Program. Non-payment of tuition may result in the student being dropped from school and not allowed to return until payment in full has been received. Participation in the Time and Talent Program and SCRIP Program are expected from all families. Those not participating will pay a fee for non-participation. All families may elect to participate on a BINGO team and work monthly. Families participating in BINGO are offered the lowest tuition rate possible.

School tuition and fees must be current at the quarterly report card and/or 8<sup>th</sup> grade graduation in order that students receive their report card. Transcripts will not be released until required financial support is paid up to date. If a student transfers from St. Elizabeth School prior to the completion of the current school term, outstanding tuition or fees must be paid or school records will not be released.

### **In School Fees**

Money sent to school with children should be sealed in an envelope with the child's name, grade, teacher, amount enclosed and purpose. This envelope is to be given to the homeroom teacher. Money should be in separate envelopes (i.e. lunch money, picture money, field trips, book orders, etc.) since different individuals do the accounting for the various activities.

### **School Fundraisers**

St. Elizabeth School families participate in many fundraisers. Each student/family is asked to do his/her fair share. Monies realized are used to supply many extras for the school.

- **BINGO** – Each family selects a team (team #1 - #4.) Families are required to work 13 bingos and attend a mandatory, annual meeting. When there are five Wednesdays in one month a team is selected to work the 5<sup>th</sup> Wednesday on a rotating basis. BINGO is held at the local Knights of Columbus Hall from 5:00 – 10:00 PM. Various shifts and job tasks are available. A BINGO “buyout option” is offered.
- **Annual Dinner/Dance/Auction** – Major fundraising event sponsored by the PTO and designed to benefit major school improvement goals. Proceeds benefit all students. Students have received new desks, playground equipment, textbooks, and technology materials through the generosity of the PTO. All school families are required to donate a minimum of two hours of time and talent to the annual fundraiser.
- **Trivia Night** – Designed to benefit all students. Profits may be used for a major purchase or deposited in the general school funds.
- **Additional Fundraising** – Select groups may offer fundraisers which must be approved by the pastor and principal. For example, a class may fund raise for an overnight field trip, The athletic committee may offer a fundraiser for equipment or uniform purchases. Individual group fundraising must be approved in advance.

## **HOME COMMUNICATION**

### **Weekly Communicator**

In order to insure that all communication from school reaches home in a timely manner, St. Elizabeth School uses a folder system. Official envelopes containing all correspondence are sent home on Thursdays and must be returned the following day with a parent signature. There is a \$3.00 replacement charge for envelopes that are lost. Information is not sent home if the folder has not been returned.

### **RenWeb**

In case of emergency closings or announcements parents will be notified through the Renweb system. Renweb calendar will be used to post school events and announcements that are relevant to school.

## **LEGAL GUARDIANSHIP**

Our school voluntarily complies with the Buckley Amendment, which states that a non-custodial parent has the right of access to student records in the public schools. Unless there is a court order to the contrary, a non-custodial parent should be allowed to discuss a child's progress and should be given unofficial copies of the report card, if requested. Of course, a non-custodial parent has no right of physical access to the child unless granted by court order. It is strongly recommended that divorced couples file a notarized copy of the divorce decree with the school. Financial information may be blacked out before submitted to the school. All information will remain confidential.

In this handbook, the term **PARENT** will refer to any person who has legal guardianship for the child.

### Teacher Availability

Positive, supportive parent-teacher interaction in the cornerstone of a child's education. Teachers may not be disturbed in the classroom from 7:50 AM – 2:45 PM, but will be available for conferences/meetings before/after school. Please contact the teacher by email or phone message at the main school office. (618) 877-3300.

### **LIBRARY**

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment, the Accelerated Reader Program and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine will be assessed for overdue books. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

### **LUNCH /RECESS**

1. Monthly lunch menus are provided in the Thursday Communicator and are available on Renweb.
2. Lunches must be purchased in advance. Payments may be sent in an envelope marked with the student's name and grade level. Envelopes should be submitted to the main office or classroom teacher.
3. The cafeteria does not accept cash payments.
4. Lunch money is based off of family, not each child, one check will suffice. **Enclose a check or exact cash payment in the envelope. Paypal is an online option.**
5. In the event that a student does not have a positive balance and has forgotten a sack lunch, the student will receive lunch from the cafeteria. Fees for the lunch should be submitted the following school day. Failure to send fees for lunch will result in a charge to the family account at the parish office. **Lunch credits should be checked routinely and student lunch cards should always have a positive balance.**
6. Milk is included in the price of the hot lunch. Water may be substituted with a written note from the doctor stating an allergy to milk.
7. Milk is sold in the cafeteria.
8. If not purchasing a cafeteria lunch, students are required to bring a lunch.
9. No fast food lunches, no soda, and no glass containers are permitted.
10. No food or drinks can leave the cafeteria without permission.
11. Treat items are sold on Thursday for K - 8th grade.
12. Snack cart items are available to 5th - 8th grade daily and will be charged to the families lunch account.
13. Applications for reduced lunch are available at the school office. Families in need are strongly encouraged to apply.
14. Any lunch account that has a **negative balance of \$15.00 or more** will receive a letter home stating that your child(ren)'s **lunch balance must be paid in full.** The next scheduled lunch day they will **NOT be allowed** to purchase Extras, Treat Thursday, or Snack bar (5th-8th grade).
15. **In addition, you will be given 3 business days to pay the balance in full or your Facts account will be charged a \$20.00 late fee and your child(ren) MUST bring a lunch from home until it is paid in full**

### Recess

Recess will be outdoors when the temperature is 32 degrees or above. Students should come to school prepared to go outdoors for recess. Two teachers are on duty to direct students to appropriate play areas. Equipment is provided for various grade levels. Students should be courteous at all times, share equipment, and avoid interfering with games of others. Recess will be held indoors due to inclement weather. Students return to the classroom after lunch and are monitored by the homeroom teacher. Each classroom is equipped with games and activities for indoor recess. If a heat advisory is in effect, students will play indoors.

## **MEDICATION POLICY**

As a general rule, medications will not be given at school. Acutely ill students will be sent home. Students should not be allowed to have any drugs in their possession on the school grounds. Special circumstances exist for health problems of a long duration. When such a condition exists, the following policy will be implemented:

### **Prescription Medication**

1. Provide written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Provide written request and permission from the parent/guardian requesting that the school comply with the physician's order.
3. Provide a container for medication appropriately labeled by the pharmacy or physician. PLEASE UPDATE INFORMATION AS MEDICATION CHANGES.
4. The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse.
5. Every medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
6. Only the person designated by the principal or registered nurse shall be allowed to dispense the oral medication pursuant to the physician's orders, and then that person shall make the notations required in #5 above.

### **Non-Prescription Medication**

1. Non-prescription medications, including aspirin, antacid, antihistamine, and other medications should have a label with orders from your physician.
2. Children are required to turn in all medications to the office with signed parental permission which also specifies dosage, strength and time.
3. If injury occurs, we will use soap and water, ice pack or Band-Aid and inform the parent if the child needs further treatment or needs to be sent home.
4. If the child needs medication, the parent will be called and must assume the responsibility to bring the child medication or take the child home.

### **AED (Automated External Defibrillation)**

The AED would be used in the event of an occurrence in any area of the school, when the facility is open, in the event of a sudden, serious and unexpected illness or injury that would lead a reasonable person, possessing an average knowledge of medical and health, to believe that the sick or injured requires urgent medical care. The staff shall ensure that 9-1-1 is called immediately of medical emergencies involving the use of an AED at St. Elizabeth School.

### **AIDS/HIV**

Student(s) with AIDS/HIV who enroll or seek enrollment shall be permitted to attend St. Elizabeth Grade School. Student(s) known to have AIDS/HIV will be evaluated by the pastor, administrators, physicians, and other professional health advisors needed to determine if the person's behavior or physical condition poses a high risk to the spread of the disease.

The student with AIDS has a right to privacy; this student's condition will not be discussed except with those directly involved with the student in a supervisory capacity, and with the consent of the parents.

### **MOVIES**

G & PG rated movies may be shown without parental permission.

### **OUTDOOR P.E./RECESS ACTIVITIES**

All children must be dressed for the weather. We will accept health reasons for staying indoors if the request is made IN WRITING. Girls may wear sweatpants under their jumpers or over their skorts for outside p.e./recess in inclement weather.

## **PARENTS AS PARTNERS**

As partners in the educational process at St. Elizabeth School, we ask parents:

- ✓ To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money or nutritional sack lunch every day.
- ✓ To actively participate in school activities such as Parent-Teacher Conferences;
- ✓ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- ✓ To notify the school with a written note when the student has been absent or tardy;
- ✓ To notify the school office of any changes of address or important phone numbers;
- ✓ To meet all financial obligations to the school;
- ✓ To inform the school of any special situation regarding the student's well-being, safety, and health;
- ✓ To read school notes and newsletters and to show interest in the student's total education;
- ✓ To support the religious and educational goals of the school;
- ✓ To support and cooperate with the discipline policy of the school;
- ✓ To treat teachers with respect and courtesy in discussing student problems.

## **PARENT'S ROLE IN EDUCATION**

We, at St. Elizabeth School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Elizabeth School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Elizabeth School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Together, let us journey through the school year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Student Grievance Procedures:**

Occasions may arise when students have concerns about a violation of their rights or threatened safety. Students are encouraged to approach the principal, a St. Elizabeth School teacher, or trusted adult to express their concerns. Students may complete a

written report or make a verbal report. A report will be dealt with within 24 hours. If the situation is not resolved, it may be taken to a higher authority. Students may speak directly to the principal. If the matter is being debated and still not resolved, parents may appeal the complaint to the pastor.

## **PARENT TEACHER ORGANIZATION**

The School Parent Teacher Organization works to enhance the educational ministry of the school. The objectives of the organization are:

- ✓ Support the administration, faculty and school board of St. Elizabeth School in their efforts to provide a quality Catholic education to students.
- ✓ Remain faithful in all activities to the intent and spirit of the policies established by the Diocesan Board of Catholic Education.
- ✓ Provide a means for informing parents about the programs and activities of St. Elizabeth School
- ✓ Provide a vehicle for cooperation among parents, administration, faculty, the school board and parish members in matters that affect St. Elizabeth School and students.
- ✓ Host the Annual Fundraiser – Dinner/Dance/Auction
- ✓ Create a community of interest and mutual support between parents and teachers at St. Elizabeth School

All parents are invited and urged to attend meetings which are held the second Tuesday of the month September, October, November, January, February, March, April and May in the school cafeteria at 7:00 PM. The calendar dates for PTO meetings is published on the school website and in the weekly newsletter.

## **PARTIES/CELEBRATIONS**

### **Classroom Parties:**

1. Each student will contribute to classroom party fees. These fees will be collected at registration.
2. The Halloween and Christmas parties are planned and supervised by the room parents after consulting with the classroom teacher.
3. The Valentine party will be supervised by the classroom teacher, but parents will send the treats, etc.
4. All school rules apply for parties including the ban on chewing gum.
5. Parents who completed the Protecting God's Children Program are welcome to attend the Halloween and Christmas parties.
6. Room parents may not bring siblings or other children to classroom parties.
7. Grades 7 and 8 are the only classes allowed to have a pizza party for either Halloween or Christmas.
8. Students do not exchange gifts at Christmas. We use this time for classes to adopt needy families and bring gifts for them.

### **Personal Celebrations:**

- Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.
- Valentines distributed at classroom parties should include a Valentine for each student in the class.
- Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.
- Birthday treats must be pre arranged with and approved by the classroom teacher.

## **POLICE QUESTIONING PROCEDURES**

The principal is bound by law to immediately report to law enforcement authorities any instance of drug violations, verified instances involving drugs or any firearm possession or incident at the school.

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged. The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify him/herself.
- The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
- The student's parent(s) or guardian has a right to be present if the conference is held in the parish/school.
- If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administration should be witness to the conference held in the parish/school.

## **PROOF OF INSURANCE**

Parents must fill out and submit to the office as part of the registration process a Proof of Insurance form at the beginning of each school year for the family. You must identify your own insurance provider or purchase a student policy through the school for each child. All students in the school must be insured. Signing this form releases school/parish from responsibility for uninsured students.

## **PROTECTING GOD'S CHILDREN**

All teachers, catechists, volunteers and employees who have regular or significant contact with the students in programs and activities sponsored by the parish/school are required to attend a Protecting God's Children workshop and sign the Certification and Authorization for Background Check document. This document follows the *Policy on Sexual Abuse of Minors by Church Personnel and the Policy on Working with Minors*. Protecting God's Children is offered at St. Elizabeth School and other parishes throughout the Diocese of Springfield. Visit [www.dio.org](http://www.dio.org), safe environment, special training sessions for more information.

## **RECORDS**

St. Elizabeth School personnel are committed to protect the confidentiality of students and student's records. Information in a student's file or cumulative record will only be released on an authorized need to know basis. The policy and regulations of the Diocese of Springfield in Illinois regarding access to and release of student records is followed. Confidentiality of a student's work, grades, personal writings, etc. will be honored and the subject of such works will only be made available if someone's life, spiritual, moral or physical health and/or safety are threatened.

### **Custodial and Non-Custodial Parent**

St. Elizabeth School abides by the Buckley Amendment. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school related information regarding their child. If there is a court order specifying there is to be no information furnished, the custodial parent has the responsibility to provide the school with the official copy of the court order.

1. A permanent record is kept on each student. These folders contain the following:
  - a. Physical and dental report
  - b. Birth Certificate
  - c. Baptismal Certificate (if not on file at St. Elizabeth Parish Office)
  - d. Transcript of each year attended
  - e. A summary of final grades with homeroom teacher's name
  - f. Skills test scores

These are confidential records. Access to these records is restricted to professional school staff, parents/guardians of students under 18 years of age, and to former students over 18 years of age.

2. Students transferring to another school:

- a. Students must be in good standing before an official transcript will be forwarded to a prospective school. Records will not be transferred if tuition or fees are outstanding. Only grade level and health records are transferred when there is an existing balance.
- b. Records are transferred within 10 regular business days of a request.
  - c. Good standing refers to fees paid in full, books turned in, fines paid, etc.
  - d. A parent/guardian signature is required in order for student records to be transferred.
  - e. Parents are never allowed to hand-carry student records.

3. Students transferring to St. Elizabeth Grade School:

- a. Call or notify the school that you wish to enroll your child(ren).
- b. Preliminary discussion with the principal
- c. Discussion with Parish Office personnel with regard to Parish requirements (i.e. baptismal records, registry, parishioner status, etc.)
- d. Personal interview with parent(s) and/or children and principal followed by a determination for admission.

Students are not considered officially enrolled at St. Elizabeth until the permanent records are received and application is reviewed by the principal. Parents should never take enrollment into St. Elizabeth for granted. The principal must first review the permanent records to decide if our school can meet the child's needs. If admittance is granted, the child will then serve a probationary period.

4. Health - General Information and Policies:

- a. Physical exams are required before children enter kindergarten and sixth grade. Students who do not have up-to-date physical exams will be excluded from school until this requirement is met. All completed physical exams must be in the school office by the last school day in September. If complete forms are not received by this date, the student will not be allowed to return to school. A physical exam must include a record of current immunizations. State law does require a dental exam at the kindergarten, second and sixth grade level. State law also requires a vision exam for kindergarten students and new residents of Illinois.
- b. Students with special medical problems must bring a written note explaining all required medications and procedures. Special medical problems will be shared with school personnel on a need-to-know basis.
- c. Physical exams are required yearly for sports participation.
- d. The school will periodically check for head lice. Parents are asked to report cases of head lice to the school immediately. Infected children should remain at home until they are nit free. The student should report directly to the Principal to be checked before they can return to class.
- e. In case of a serious injury, parents will be notified immediately. A note will be sent or a phone call made for minor injuries.
- f. When a child is running an abnormal temperature or exhibiting signs of serious illness, parents will be contacted and the student sent home.
- g. Sometimes a family problem exists which could affect your child/ren (e.g. death, an accident, divorce, etc.). You are encouraged to share this information with the teacher/principal in order that we are better equipped to minister to your child's needs.
- h. The following is a directive for required shots: (Health and Immunizations must be current before 10/15 or students are excluded from school.)
  - DTP (Diphtheria, Tetanus, Pertussis)—Must have received three or more doses for DTP or TD, administered at the appropriate age, with the last dose being a booster and having been received on or after the fourth birthday.
  - TOPV (Polio)—Has received three or more doses of TOPV, given at the appropriate age, with the last dose being a booster and having been received on or after the fourth birthday.

- MMR (Measles, Mumps, Rubella)—Must have received two doses.
- Hepatitis B—Must have three consecutive doses with one month between the first and second dose and five months between the second and third (final) dose. These shots are required by the beginning of school for pre-school and fifth-grade students
- Required booster shots
- Eye exams – Must have exam by eye doctor, not a screening. Required for all students entering kindergarten and students new to the state of IL.

## **SCHOOL OPERATIONS AND PROCEDURES**

### **Regular School Hours:**

1. The doors open at 7:50 a.m. Students are not to arrive on campus before 7:40 a.m.
2. The regular school day begins promptly at 8:00 a.m. and ends at 2:45 p.m. Students are to be seated by 8:00 a.m.
3. For safety reasons, any student not picked up at 2:45 p.m. is required to report to the school office to await pickup. Students who are not picked up by 2:50 p.m. will be sent to Kid's Club located at the north end of the facility. Any applicable fees apply.
4. The school may provide a crossing guard at the Pontoon Rd. crosswalk from 7:40–7:55 a.m. and 2:45-3:00 p.m. **Notify the school office if your children plan to cross the Pontoon Rd. crosswalk.**
5. The school office is open on regular school days from 7:30 a.m. – 3:30 p.m..

## **SCHOOL PERSONNEL-ADMINISTRATION**

1. The bishop of the diocese is the chief administrator of all parishes in the diocese.
2. In the local parish, the Pastor, appointed by the bishop, has the sole and total responsibility for the spiritual and material care of the parish, and therefore, has the final authority over all matters of the parish and the school. The position equivalent to the public school superintendent is held by the pastor.
3. The principal is responsible to the pastor for the administration of the school. The St. Elizabeth School Board of Education, Finance Council and Pastoral Councils act as advisory councils.

## **SEXUAL HARASSMENT**

Sexual harassment is unwelcome, uninvited sexual advances, contacts or requests for sexual favors of any conduct of a sexual nature when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's education, (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive academic environment. Acts of sexual harassment are reason for immediate discipline by the principal/pastor.

## **ST. ELIZABETH SCHOOL BOARD**

The role of St. Elizabeth School Board is advisory in matters pertaining to educational concerns and to the facilities of St. Elizabeth School. The purpose of the Board is to advise the pastor and principal in the establishment of policy concerning educational issues and the school facilities.

The board consists of 6-9 regular members of the board. Ex-officio non-voting members include the pastor and principal. Each member serves a two year term and shall be eligible for reappointment for one more year at the end of this term. Meetings are held regularly on the second Tuesday of the month with the exception of June and July. All meetings of the board shall be opened to the members of the parish and parents/legal guardians of children in attendance at St. Elizabeth School. The right of non-voting members to address the board shall be limited to those whose petition has been approved for the agenda at least five days in advance of the meeting.

## **SCHOOL SECURITY**

All visitors to the school must enter at the main entrance by the flagpole to sign in for safety and security reasons. Office personnel will direct or accompany guests to their destination. Visitors are asked to sign out at departure. Parents who have school business

are asked to remain in the main office area after the 7:50 a.m. bell. Parents may not drop into classrooms during regular school hours because this is an interruption to the teacher and educational process. Teachers will notify office personnel if a parent has been invited to the classroom as a volunteer to assist with a project.

## **SPECIAL EVENTS AND EXTRACURRICULAR ACTIVITIES**

### **Athletics 3<sup>rd</sup>-8<sup>th</sup>**

Basketball is offered to students in 3<sup>rd</sup> – 8<sup>th</sup> grade. Volleyball and Track is available for students in 5<sup>th</sup>- 8<sup>th</sup> grade. Everyone participating in athletics must sign a participation agreement and submit a current sports physical.

### **Book Club Kindergarten – 8<sup>th</sup>**

Students participate in various reading programs offering incentives including, the Blues Bookworm and Read to Succeed programs.

### **Character Plus Kindergarten – 8<sup>th</sup>**

Students are recognized for displaying outstanding character traits. Various traits are the monthly focus of character development school-wide.

### **Junior Olympiads 6<sup>th</sup> – 8<sup>th</sup>**

Students in grades 6-8 participate in the Madison County Junior Olympiad Event. Team members are invited based on teacher recommendation

### **Mass Servers 4<sup>th</sup> – 8<sup>th</sup>**

Students in 4<sup>th</sup> – 8<sup>th</sup> grade may be trained to serve the pastor during school and weekend masses.

### **Patriots in the Park Kindergarten – 8<sup>th</sup>**

Students participate in a written essay contest. The theme is introduced on an annual basis by the Granite City Park District. Winners are honored by the mayor and invited to a summer pool party.

### **Patrols and Cafeteria Workers 6<sup>th</sup> – 8<sup>th</sup>**

Students volunteer to assist younger children in the cafeteria and on the playground. Students may also choose to assist with various tasks in the cafeteria.

### **Speech Meet 5<sup>th</sup> – 8<sup>th</sup>**

A speech meet is held at St. Mary's School in Edwardsville in April. Students in grades 6 - 8 may try out. We are allowed to enter two contestants or pairs in each of the following categories: Duet and Solos - humorous and serious. Finalists are then coached by teachers and volunteers.

### **Spelling Bee 6<sup>th</sup> – 8<sup>th</sup>**

Students from grades 6 - 8 are invited to participate in a Spelling Bee sponsored by the Knights of Columbus. Ten students and one alternate are chosen from among the winners of in-class spelling bees. The first, second and third place winners of the local competition will advance to the K.C. District Spelling Bee and possibly the state competition.

### **Steppers Kindergarten – 8<sup>th</sup>**

Students participate in walking a measured course during recess. Students receive recognition for the miles they accumulate during the school year.

### **Young Authors Kindergarten – 8<sup>th</sup>**

Students submit creative writing stories or poems. Submissions are reviewed by the staff. Students may be invited to represent St. Elizabeth School at the Madison County Young Authors Workshop.

### **Kindergarten Graduation and Mass**

Kindergarten has a small ceremony after a daily Mass at which time they receive a diploma followed by a punch and cookie reception.

### **Eighth Grade Graduation and Mass**

Upon successful completion of coursework in eighth grade, students will receive a diploma at the graduation Mass.

1. No student will receive a diploma or final report card at the graduation ceremonies until all outstanding payments have been paid.
2. Eighth grade graduates are required to pass a Federal and State Constitution Test.
3. Girls are not permitted to wear jeans, strapless or prom-like dresses.
4. Boys are not permitted to wear jeans or tennis shoes. A shirt with a collar is required but tie or sport coat is not.

Several awards will be given during the graduation ceremony. Awards are offered depending on availability.

### **TEXTBOOKS**

1. Student names should be placed in the appropriate places inside the front cover of each book.
2. Books will be numbered inside the front covers and these numbers recorded in the teacher's grade book.
3. Any damage done to the book or instructional material will be paid for by the student.
4. All hardbound books are to be covered at all times or a \$3.00 fine will be levied and an infraction slip issued.
5. Anyone wishing to register a concern with instructional materials should schedule an appointment with the administrator.

### **TIME AND TALENT POLICY**

All parents are required to share their Time & Talent with the school. Cards will be available for parents to record their hours. Hours may also be recorded on Renweb. Each year's requirement is included with tuition information. Required hours of service are listed for the parish picnic and the annual dinner dance auction. A fee for uncompleted service hours will be assessed. Extra hours may not be transferred to the following year or another family.

Additional Valid Activities – picnic, trivia night, class parties, selling scrip, auction, coaching, chaperone field trips, field day, fish fry, book fair, library, Ladies Sodality Organization chicken dinner and/or turkey dinner, Santa's Cottage, spelling bee, speech coach, Box Tops for Education Label coordinator, guest lunch, youth group, funeral meals and other parish fund raisers.

### **TRANSPORTATION/TRAFFIC SAFETY**

#### **Bicycles and Skateboards**

1. Student bicycles are to be locked in the rack located behind the school building. St. Elizabeth School will not be responsible for student bikes.
2. Skateboards are not permitted on campus.
3. Motorized cycles are not permitted on campus.

#### **Parking Procedures**

1. Before school students should be dropped off at the main entrance. Enter the lot at the main parking lot entrance, pull in front of the school and exit in the lane closest to the church building. Do not attempt to pass others or exit in the center lane of the parking lot. Do not drop your child off behind the school or behind/next to the cafeteria. For safety reasons, these areas are for bicycle riders and walkers. You must drop students off at the main entrance to the school.
2. For safety reasons, parents should **never** park and walk students across the traffic flow. Parents wishing to walk students to the front door or enter the school building for business should park in the area directly in front of the Parish Life Center and use the sidewalk.

3. After school, you are required to park in the school parking lot. For the students' safety, never park in the main driveway or hill in front of church or behind the school. **Pull into parking spaces so that you do not need to back up in order to exit the lot. Vehicles may NOT pull in front of the building during dismissal.**
4. The Pre-School parking lot is **OFF-LIMITS** to parents dropping off/ picking up students from St. Elizabeth Grade School unless you are taking a sibling to the Preschool/Day Care or signing up your child for After School Care.
5. **Parents are asked NOT to enter school to pick up their children after school.**
6. Parents are asked to instruct relatives, neighbors and friends who are picking up their children about our rules.

### **Traffic Safety**

1. Children can walk across Pontoon Road with the aid of a crossing guard and/or traffic light. Notify the school if you plan to use the crosswalk and the school will provide a crossing guard.
2. After children are dropped off in the morning they are to remain on campus in designated student areas.
3. Children who stay after school for any reason may not go to Farm Fresh or a neighboring home without prior permission of the principal and the adult in charge of that activity.

## **UNIFORM**

### **Policy**

All St. Elizabeth Grade School students (Grade K - 8) will wear the standard uniform. **Clothing must be standard uniform style. Polo shirts should not have logos. Uniform pants and shorts should not have decorative pockets or stitching. Uniforms should not be form fitting.**

### **Vendors:**

Fischers – Fittings available at registration; uniforms may be ordered at registration

Department Stores (JCPenney, Target, Walmart) - Stores carry slacks, shorts, skorts, shirts and sweatshirts that meet uniform standards. Many department stores offer online uniform sales.

**Uniforms are available during the entire school year and standards will be enforced during the entire year.**

### **Labels**

All Clothing should be labeled with the child's full name.

### **Uniform Infractions**

Uniform infractions will result in a fine and/or detention/in-school suspension.

- First Offense - \$3.00 fine and/or detention
- Second Offense - \$5.00 fine and/or detention
- Third Offense - \$10.00 fine and in-school suspension

All infraction incidents may result in a phone call to parents requiring corrections before students return to the classroom.

Fine money goes to the missions

### **Chewing Gum Infractions**

Students are not permitted to chew gum at St. Elizabeth School. Chewing gum will result in a \$3.00 fine.

### **Out-of-Uniform Days**

The principal will schedule these days several times during the year or students can earn an out-of-uniform ticket for certain promotions. Students are expected to follow the guidelines (i.e. red or green for Christmas) or wear the school uniform. Good

judgment should be used or infraction forms will be issued and the student may be asked to change clothes at school or at home. See below for items that may NEVER be worn even on out-of-uniform days.

### **Improper Attire:**

Cut-off or short-shorts	Biker shorts, Midriff or halter tops
Finger-nail polish	Make-up (lip gloss also)
Short skirts	Flannel/PJ style pants
Earrings for boys	tube socks with stripes
Socks with logos	no show socks
Fake nails	Boots
Open toe/heel shoes	Unlaced or untied shoes
Shoes with wheels	Ball caps
Tattoos	Body piercing
Pants "rolled up"	"Hoody" sweatshirt
Colored t-shirts under polo shirt	Skinny Jeans or
Jeans with holes in them	Unicorn or "animal" eared headbands
Girl headbands 3inches and over	Leggins

- T-shirts with offensive wording or symbols. This includes pictures, words or phrases with double meanings, and liquor, narcotics, cigarettes, satanic or gang symbols.
- Hoop earrings – Earrings should be no larger than a dime. Girls may wear one pair of post earrings in the ear lobe. Boys may not wear earrings.
- Unnatural hair – **No dyes, frosts, highlights, extensions, weaves, cuts, or any style that is unnatural to the student or distracting to others.**
- Shoes – shoes should have straps or ties so they are secure on the foot. Slip-on style shoes raise safety concerns and may become a distraction to others. ALL STUDENTS are strongly encouraged to wear athletic shoes.

### **Proper Attire:**

#### GIRLS:

1. Approved style (Fischer's School Uniforms) – plaid jumper or plaid culottes (just above the knee).
2. Solid Navy jumpers
3. White dress blouse or white turtleneck. White, powder blue, navy blue or gray polo style shirt; long or short-sleeved. Must be tucked in.
4. Navy blue cardigan, St. Elizabeth School fleece pullover or school sweatshirt. Must wear a shirt or turtleneck underneath. Must display collar outside sweatshirt neckline.
5. Plain, dark-colored shorts should be worn underneath but not below the jumper.
6. Plain, white, navy, gray, or black socks, white or navy blue knee socks or tights. Socks must be clearly visible to be seen above the shoe.
7. Navy-blue or khaki dress walking shorts that are right at or above the knee
8. Navy-blue or khaki, pleated skorts that are right at or above the knee
9. Navy- blue or khaki Capris
10. Long, navy blue or khaki Docker-type pants. No cargo or carpenter style pants. No knit pants.
11. Shorts, skorts, Capri's and pants may be worn year round. Be prepared to go outside for recess and PE.
12. Belts (dark color) must be worn when pants have belt loops. Loops may not be cut off.

13. Tennis shoes are recommended. ONLY NON-MARRING TENNIS SHOES FOR PE.
14. Hair must be clean and neat. Both eyes should be visible at all times.

. BOYS:

1. Plain navy-blue or khaki dress pants with no contrasting stitching and without holes, tears, etc. No cargo or carpenter style pants. No knit pants.
2. Shorts and pants may be worn year round. Be prepared to go outside for recess and PE.
3. Navy blue or khaki dress walking shorts that are at or just above the knee.
4. Powder-blue, gray, navy, or white polo shirt. Shirts MUST be tucked.
5. Navy blue cardigan, St. Elizabeth School fleece pullover or school sweatshirt with sewn on emblem. Must wear shirt or turtleneck underneath.
6. Plain, white, navy, gray, or black socks, white or navy blue knee socks or tights. Socks must be clearly visible to be seen above the shoe.
7. Belts (dark color) must be worn when pants have belt loops. Do not cut off loops.
8. Tennis shoes are recommended. ONLY NON-MARRING SHOES FOR PE.
9. Hair must be clean and neat. Both eyes must be visible at all times. Boys hair must be worn above the shoulder.

### **VISITORS**

For safety reasons, all visitors must report to the school office when entering the school grounds during class hours. Only office personnel are authorized to go directly to a classroom when it is in session. Anyone wishing to visit a classroom or observe must contact the principal to make arrangements. No impromptu conferences before or after school. Please call to schedule a conference with your child's teacher.

### **WORSHIP/ PRAYER/SACRAMENTAL PREPARATION**

1. Our school participates at Mass on day/s determined at the beginning of the school year. Specific grades are responsible for the planning of Mass.
2. Teachers and students pray together as a class at the beginning of each day, before lunch and at the end of the school day. Certain prayers are required to be memorized and spontaneous prayer is encouraged. Seasonal liturgical services are also observed.
3. Special preparation is given during the school day to children who will receive the Sacrament of Reconciliation and Eucharist (Grade 2) and to those students receiving the Sacrament of Confirmation (Grade 7 & 8). The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Elizabeth School. Parents are required to be active partners in preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Parent meetings are scheduled to enable the parents to participate in these programs with their children.
4. Students may be asked to perform service projects that benefit the parish community or the community at large. 7<sup>th</sup> and 8<sup>th</sup> grade students are assigned specific requirements during the preparation of the sacrament of Confirmation.

### **RIGHT TO AMEND**

St. Elizabeth School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Home Communication Folder.

# St. Elizabeth School

I have read, understand, and will abide by the St. Elizabeth School Parent Student Handbook.

Family Name \_\_\_\_\_

Date \_\_\_\_\_

Parental Signatures \_\_\_\_\_

Student Signature (required for grades 4-8) \_\_\_\_\_



