



Student-Parent Handbook



Love of God, love of others, love of self

This handbook is designed to convey those policies and procedures that have been put in place to provide a safe, orderly environment in which all children can learn. At times, it may be necessary for the school to change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a policy or procedure, please contact the Principal. The principal reserves the right to amend the Handbook for just cause and parents will be given prompt notification if changes are made. Acceptance into the Saint Elizabeth Learning Community carries with it the responsibility on the part of the student and his/her parents to support and abide by the school's policies and procedures.

Revised 2023

History

Saint Elizabeth Parish School opened its doors on September 6, 2006, six years after the approval to establish and build our new parish was obtained. Father Thomas M. Mullin, our founding pastor, worked with parishioners to plan, build, and create our new parish from the ground up. The name of our parish, St. Elizabeth, was chosen by the families who established this new parish. Saint Elizabeth, mother of John the Baptist and relative of Mary, is honored for her confident trust that God keeps his promises. Together with Elizabeth, the parish community is called to "magnify the Lord, who has done great things" for us. The name Saint Elizabeth STARS was born from a parish-wide contest. We are called Saint Elizabeth STARS because a star is drawn with five points of light and Saint Elizabeth was drawn from five parishes, but now shines brightly on its own.

When the parish school opened in 2006, Kindergarten through Sixth Grade classrooms were filled with students. In 2007, a Seventh grade was added. In 2008, Father Mullin presided over the parish school's first commencement exercise.

St. Elizabeth Parish School met the twelve standards of the Middle State Association and was awarded accreditation to the Middle States Commission of Elementary and Secondary Schools on December 1, 2013.

In 2015, the first "lifers" graduated, i.e., students who attended St. Elizabeth from Kindergarten to 8th Grade.

Our Mission

Saint Elizabeth Parish School, rooted in Catholic identity, strives to extend God's kingdom one person at a time. The community's collaboration fosters a safe and nurturing environment where students grow spiritually, ethically, academically, and socially. Saint Elizabeth Parish School empowers students to discover the stewardship gifts bestowed upon them to reach their unique potential.

Our Belief

Inspired by the example of Saint Elizabeth, our students will come to recognize Jesus as a living presence in them and in others, and will answer their baptismal call to serve others in Jesus'

name. We provide a warm spirit of hospitality and a safe learning environment for all our students. We offer a broad-based curriculum in which our staff strives to meet the needs of every student. We are committed to fostering in our students a lifelong love for learning and the development of the skills needed to become well-informed, accomplished, and dedicated leaders who live each day following the teachings of Jesus. We believe that Jesus calls us to be the stewards of the gifts that God has entrusted to us in our thoughts, actions, and words. Our Parish Stewardship Prayer which is recited daily provides the foundation for this belief: “Gracious and loving God, we know that it is through your hand that we receive all that we have and all that we are. We believe that you call us to be stewards of the gifts you have entrusted to us. Help us to respond to your generosity through our generosity to all in need; to respond to your forgiveness, by our willingness to forgive others. Lord, help us always to place you at the center of our lives and keep us ever grateful for your constant love. We ask this through Christ, our Lord. Amen”

Our Philosophy

The parish community of Saint Elizabeth Roman Catholic Church is committed to educating all our generations, and, in particular, to helping our youth in their quest for fulfillment as disciples of Jesus Christ and citizens of the world. Saint Elizabeth Church is committed to the belief that the ministry of religious education in the Catholic school is an integral component of our mission as a Catholic parish to provide faith formation for future generations of Catholic believers. As a parish community dedicated to Catholic Stewardship, we recognize that the parish school is another of the rich blessings bestowed on us by God.

Saint Elizabeth Parish School exists as an evangelical arm of Saint Elizabeth Church, ready to assist parents (guardians) as they strive to raise their children in the Catholic faith. We believe that our primary goal is to teach the message of the Gospel: love of God, love of others and love of self.

We see each of our students as capable learners, who, with the help of loving parents and dedicated teachers, can acquire those skills necessary for a lifetime of learning. Our school strives to develop the whole individual – spiritually, morally, intellectually, physically, socially, emotionally; within a safe and nurturing environment.

We encourage respect for the value and dignity of all persons and seek to create an atmosphere of peace and justice within the school. Realizing that children learn best when they are actively engaged, our faculty strives to provide learning experiences that are rich in meaning and applicable to daily living. Technology is integrated into classroom learning to prepare our students for the practical demands of life in the twenty-first century. Our students will develop the skills to be critical thinkers, problem solvers and Christ-centered decision makers as they grow and mature into productive citizens.

As our parish youth continue their faith journey, Saint Elizabeth Parish School supports their sacramental milestones within the parish community. In our school, the Catholic religion permeates all that we teach. Daily prayer experiences both emphasize praise and honor to God and foster responsibility toward the diverse peoples of the world. Our students will come to live the Spiritual and Corporal Works of Mercy through service to others.

The faculty members and staff at Saint Elizabeth serve as role models to our students. Through their compassion and trust, their understanding and forgiveness, by the very example of their lives, our teachers proclaim the Good News of Salvation. Interactions among staff members are marked by collegiality and mutual respect. Encounters with students are positive and aimed at promoting self-discipline and a lifelong love for learning.

In meetings with parents (guardians), our teachers show a genuine desire to learn from them and work with them for the good of our students, for we believe that our parents know their children best and our teachers know how to teach the children well. Through the intercession of Saint Elizabeth, Mother of John the Baptist, our team of educators turns to God for his guidance in doing what is right for the children he has entrusted into our care.

It is our hope that children educated at Saint Elizabeth Parish School will grow to full, active participation in the faith life of the parish community and will reflect the presence of Jesus Christ by the conviction of their words, the goodness of their deeds and the witness of their lives.

Protecting God's Children

Teaching Touching Safety begins with education and understanding. We teach touching safety lessons twice during the school year. One lesson is taught during the winter and the other is taught during the spring.

- First, children are taught how boundaries are established in relationships, and then look to see where the risks of boundary violations may arise. Once basic competency is achieved in these two areas, we teach the philosophy of Protecting God's Children to each child.
- Children learn appropriate relationship boundaries and how to protect themselves from violators. By teaching touching safety, we can empower children to respond in the best possible ways when those boundaries are violated.

The Second Step (Social-Emotional Competence and School Success)

- The Second Step program teaches students to have empathy, manage emotions, and solve problems. Students with these abilities are better able to participate in and benefit from classroom instruction. They have more positive relationships with teachers and peers, thereby increasing their feelings of school connectedness. Students who feel connected to school and to their peers are more likely to be rejected, isolated, and bullied. They are more motivated for academic success and more engaged in learning. Socially and emotionally competent students are also protected from health-compromising behaviors.
- The Second Step program helps prevent a range of problem behaviors by targeting the risk and protective factors that are best addressed in the classroom. Risk factors such as peer rejection, impulsiveness, and aggressive behavior put students at risk for involvement in harmful behaviors like delinquency and substance abuse. Protective factors, including social-emotional competence, self-regulation skills, and school connectedness, prevent the onset –or buffer the risks – of problem behavior and promote school success.

1. Academic Policies

1.1 Class Participation

Students are expected to contribute to a safe, orderly learning environment by: giving attention and respect to the teacher at all times; showing respect, appreciation, and concern for other students by a willingness to share and to take turns; actively participating in class by responding orally or in writing as circumstances dictate.

1.2 Homework

Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class. Homework includes written and study assignments, daily reading and long-term projects. Ordinarily, the student should do the assignments independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments as well as daily reading:

Grade K	Less than 30 minutes
Grades 1 and 2	30 - 45 minutes
Grades 3 and 4	60 - 75 minutes
Grades 5 and 6	90 -120 minutes
Grades 7 and 8	90 -120 minutes

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond the classroom and an opportunity for the student to take responsibility for his/her own learning. Therefore, if homework is not completed a homework referral form may be sent home. After five homework referrals are issued in a trimester, an after-school detention will be given.

In the event of an absence, each student is responsible for requesting from the teacher any school or homework assignments that he/she might have missed during time away from class. Such tasks must be completed and presented to the teacher, usually within a timely manner agreed

upon by the teacher and student. In the event of absence due to suspension, all homework and missed assignments are to be made up in a 24-hour period.

1.3 Student Progress, Report Cards, and Conferences

Academic progress of students can be viewed online via Option C (Option Catholic), the school's data base management system. Parents are given a password to enter the system. Report cards are issued three times a year to students in Kindergarten through Grade 8, with grade-specific progress indicators. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- behavioral observations by the teacher
- major testing or performance assessments (at least three tests in the major subjects)
- quizzes
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects and oral presentations

No less than five assessments are evaluated to determine each report card grade.

Parent-teacher Conferences are scheduled at the mid-term of the first trimester report period for Grades K to 8.

Arrangements for parent-teacher conferences at other times can be made by contacting the teacher or principal to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor. The better the communication is, the easier it is to direct your child in his/her educational endeavors.

Parent conferences are not to be conducted before school or after school unless requested by the parent or by the teacher in advance. The time before school should be dedicated to teacher preparation. Due to confidentiality, please make an appointment to discuss your child's progress

or any concerns that you may have. Stopping a teacher in the hall, lunch room and recess yard or when he/she is with their class breaks that confidentiality.

1.4 Academic Responsibilities

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

Test Grades

In order for parents to be aware of the academic progress their child is making, grades are entered into Option C, our student information system and available to parents online. At times, teachers may ask that assessments be signed by parents and returned promptly.

Each teacher determines his/her own method of ascertaining that assessments are reviewed by parents. This information is distributed at Back-to-School Night.

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester. Academic probation is a designated time period, during which evaluation of a student's progress is monitored, as follows:

- The teachers will note the student who is experiencing academic difficulties in either assignments or test scores and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- Written notification citing the possibility of academic probation is issued prior to the report card.
- Written verification that the child will be on probation will be forwarded to the parent/guardian after the report card if the student's academic difficulties continue after being notified of the possibility of academic probation.

1.4.1 Academic Probation

Our school encourages each student to reach his/her fullest potential in all endeavors.

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. Often, this is a consequence on the part of the student of not fulfilling his/her academic responsibilities. In such an event, the

school reserves the right to impose academic probation. This is a designated time period of six weeks, during which evaluation of a student's progress is monitored, as follows:

- The teacher will note academic difficulties in either assignments or test scores, and contact the parents/guardians to inform them of the possibility of academic probation. Parents will acknowledge in writing that they understand the seriousness of the situation.
- Assessments will be forwarded to the parents on a weekly basis as a means of monitoring achievement. Written comments by the teacher will serve as progress reports.
- In the event that progress does not occur immediately, a conference will be held involving the principal, teacher, parents/guardians and the student. A contract or plan of action will be developed. This may include suspension from the parish school or class activities.
- If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

1.4.2 Promotion or Retention

Student progress is monitored throughout the school year. At the first trimester report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, in order to discuss support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parents/guardian(s). If retention or extended support services, that the school cannot provide, is indicated, the parent(s)/guardian(s) will receive an official notification, which must be signed and returned to the school administration.

Retention is a last recourse and is at the discretion of the administration in consultation with the teacher.

Older students, who cannot achieve passing grades for the year, may be required to attend a summer program. This course of study must be pre-approved by the school and a final report of the child's progress must be submitted to the school before admission to the next grade in the fall.

1.5 Services

The following support services are available through the Chester County Intermediate Unit: Reading and Math Remediation, Speech and Language Support, and Counseling.

Educational/Psychological testing is available through the student's home public school district.

In addition, the school and teacher may enlist the resources of a team of professionals to help a student who is experiencing academic, social or behavioral problems. The team can consist of the classroom teacher, other relevant faculty members, the student's parents, the principal, and members of the Chester County Intermediate Unit relevant to the case. In this way, educators with different expertise can address the problem and come up with intervention strategies for the teacher and parent to put into place. Monitoring of the child's progress will be done on an ongoing basis and strategies will be adjusted accordingly.

1.6 Standardized Testing

The Terra Nova Test is administered each year to students in Grades K through 8. In View is added for Grade 3 to 8. The results of students in Grades 1 through 8 are communicated to parents and all results are utilized by the school for curriculum planning and flexible grouping.

1.7 Student Records

Saint Elizabeth Parish School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must submit a written request to the School Office. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

1.8 Books and Materials

Every student must carry his/her books to and from school in a suitable book bag/back pack. All books must be covered, with the exception of copybooks and workbooks at the teacher's discretion. All covers must be neat and clean and free from inappropriate material. Books,

copybooks, and materials must be free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, and room number.

All lost or damaged books, library or texts must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books can be replaced by the school. Parents are welcome to visit the lost and found located in school lobby to check for lost items.

Students are required to take care of their personal belongings, their books and their clothing. They are also expected to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood and school district property on the way to and from school reflects on both school and home training.

All students must be encouraged to use all books and school supplies properly. Students should not tear pages from copybooks, skip pages, or use their copybooks or workbooks as drawing or scribbling pads. Texts are to be used gently and must be free from pencil or ink markings. All texts must be covered with either a book sock or book cover.

1.9 Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth-grade teachers.

Participation in closing exercises is a privilege, not a right. The School has the right to deny any student from participating in closing exercises if, in the view of the Administration, the student's academic or disciplinary record indicates that the privilege should not be extended. Outstanding financial obligations may also impact participation in the graduation ceremony.

1.10 Student Recognition

The gifts and talents of our students are recognized on a daily basis within their respective classrooms. Our **Peacemaker Award** challenges students to find time to reflect on a virtue or character trait each month resulting in respecting all students; helping teachers in a friendly caring way; avoiding making fun of fellow students; being able to defend themselves in an appropriate way; and volunteering. A true peacemaker also is conscious of what is involved in being a Christian and possesses a peaceful disposition in the classroom, lunchroom and

playground. The Peacemaker Award is presented after each school Liturgy and parents will be contacted in advance regarding a specific schedule so that they might arrange to attend.

St. Elizabeth is an archdiocesan recognized **Honors Math** School. Students are eligible beginning in grade 4. Student participation is regulated by the Archdiocese of Philadelphia.

St. Elizabeth is a chartered member of the **National Junior Honor Society**. Candidates are invited to apply before entering 7th and 8th grade. The requirement for an application to be offered is a final GPA of 93%. Students apply and are accepted by demonstrating the five qualities that serve as standards for the Society. As members of NJHS, students pledge to uphold, maintain, and encourage high standards of scholarship, service, leadership, citizenship, and character.

Students in Grades 4 to 8 elect **Student Council** representatives with 8th grade members serving as officers of the Student Council. The Student Council helps to make leadership an integral part of student life. Their mission is to foster the spirit of the student body. The representatives assume leadership roles in their schools, churches, and communities and guide the growth and development of the school through activities that inspire, teach, guide, and support the students of St. Elizabeth Parish School.

As the upperclassmen of St. Elizabeth, eighth grade students are extended **special privileges**. These privileges are decided each year and then communicated to students and parents.

1.11 Computers–Responsible Use of Technology Policy

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined applies to all technology use including, but not limited to Internet use. The Responsible Use of Technology Policy applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. The current Policy is updated regularly and communicated to families at the end of September each year. It is also housed on the school's website.

The school's goal is to prepare its members for life in a digital, global community. To this end, the school will:

- provide a variety of technology-based tools
- teach technology skills in the computer lab
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem-solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

Our school will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined in the **Responsible Use of Technology Policy**.

2. Activities

2.1 C.A.R.E.S. (Children Are Receiving Extended Service)

Before and after school care for the students of Saint Elizabeth School will be provided, beginning the first full week of the school year.

A Coordinator will be charged with oversight of the program. The coordinator will report to the Principal. Caregivers may come from among the faculty or parish staff.

Hours of operation are based on the school's daily schedule, 7:00 to 7:45 AM and/or 3:05 to 6:00 PM. Time will be given for the supervised completion of written homework. Activities, along with an afternoon snack, will be available for each child. Informal play will also be part of the day.

There will be a yearly, per family, registration fee. This allows the families to use the program.

The hourly fee will be reasonable to make the program affordable to our families. C.A.R.E.S. will only be operational on those days when school is in session.

Enrollment forms will be sent in the school communication in August.

2.2 Field Trips/Class Trips

The purpose of every class trip is to broaden the religious, intellectual, cultural, and social experiences of each child. There will be no overnight field trips. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. The parent /guardian and the student, making sure that all necessary information is provided, must sign a field trip consent form. An additional fee, above and beyond the cost of tuition, may be assessed to cover expenses. Field trip permission forms are required for all trips. If both parents have custody, they both sign the permission form and if one parent is out of town or otherwise unavailable, that fact should be noted on this form. If only one parent has custody, permission must be obtained from this parent with an acknowledgement that this parent has sole custody of the child. If there are two guardians, permission must be obtained as indicated above for two parents. If there is no parent and only one guardian, permission must be obtained from the sole guardian with a written acknowledgement that he/she is the sole guardian.

While the trip is considered part of the curriculum, traveling outside the bounds of school is considered a privilege, which can be taken away if the principal deems it appropriate in light of behavior that is not trustworthy.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. All students must either attend school or participate in the trip or be marked absent.

Chaperone Responsibilities:

- All chaperones must have clearances in place before the trip. **Safe Environment** (according to Pennsylvania Child Protective Services Law) has strict guidelines for clearances. You may always review current requirements on our parish website. **No volunteer will be able to work in the school without all their clearances.** The only exception to this is the Protecting God's Children Class which has a grace period for NEW volunteers only. Since all clearances must be in place ahead of time, substitute chaperones may not be used.
- The chaperone must accompany his/her group at all times.
- No child should be left alone at any time on the trip.
- Children should go to the bathroom, etc. in a group of at least two students with an adult.
- Any change in plans or destinations should be reported to the teacher in charge. Chaperones may not deviate from the specific destination of the field trip. You are there to assist the students of the class in following the educational purpose of the trip.
- Children should be reminded not to talk to strangers.
- When your group leaves a facility, please make sure that everything is left in the order in which it was found.
- Children may not change their assigned chaperone without the consent of the teacher in charge.
- If a chaperone is in doubt about the health or safety of a student in his/her care, it is the responsibility of the chaperone to check with the teacher in charge.

- Field trips are carefully planned with snacks included so that there is no need for chaperones to bring or purchase additional food for his/her group.
- All chaperones must agree to refrain from purchasing and/or drinking alcoholic beverages while chaperoning any student at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a school activity **will not** be allowed to chaperone.

2.3 Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

2.4 Visitors

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom without an appointment, unless the Principal gives permission for such a visit.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

2.4.1 Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community.

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. Volunteer opportunities will be posted on our website during August.

All volunteers must agree to refrain from alcoholic beverages while acting as a volunteer at any school activity whether on or off campus. Schools are held to a very high legal standard and those who are employed by and/or who volunteer their services in supervising children must avoid even the appearance of impropriety. We respect the rights of adults to drink alcohol but anyone who will not agree to refrain from exercising that right while supervising students at a school activity **will not** be allowed to volunteer.

2.5 Code of Conduct

In keeping with our school's philosophy, we at Saint Elizabeth strive to instill within each student the self-discipline that is necessary for a successful life. Being faithful to our Catholic tradition, we promote acceptance and practice of the Ten Commandments and the Beatitudes as laws for living. We strive to guide each child in a positive manner, affirming the good that is done to encourage positive behavior.

Should a child decide to misbehave, consequences are determined on an individual basis. They are intended to serve as a deterrent as well as a reminder to act appropriately. It is our hope that each student will come to accept rules and regulations as a necessary part of our society and understand that these are in place to promote the general well-being of all in the Saint Elizabeth Community.

The **code of conduct** applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

All students at Saint Elizabeth are expected to:

- be aware that their first responsibility is to serve God and others.

- cooperate with all school personnel by following directives willingly.
- give proper respect to all school personnel: administration, faculty, staff and volunteers.
- accept correction graciously as that which makes one learn and grow.
- respect schoolmates and the individuality of each student.
- use class time as effectively as possible, taking pride in their contribution to the learning environment.
- be responsible for the timely completion of all assignments and projects.
- take pride in their school, caring for the buildings, equipment and supplies at their disposal.
- respect the dignity of human life by avoiding substance use, fighting, foul language and sexual innuendos, gestures, verbal, visual, or physical action of a sexual nature in a school setting. “School setting” means at school, on the school grounds, in school vehicles, at a designated bus stop, on a school bus, or at any activity sponsored, supervised or sanctioned by the school.
- display the characteristics of patriotism and citizenship, while at the same time, honoring cultural diversity.

It is important to remember that the Saint Elizabeth Code of Conduct is the school’s attempt to assist parents in raising their children. We recognize that this is a task that no one of us can do alone. The code is a tool with which we lead young people toward being their best selves. It is designed to state what we do at Saint Elizabeth School. Together, our hope is that our children will grow into confident, self-disciplined adults

At the start of each academic year, parents are asked to review the Code in language that is understandable to their children. Please emphasize that your expectations for your child match those of the school. After careful discussion, parents and all children attending Saint Elizabeth Parish School within the family are asked to sign the agreement form for the Handbook and return it to school. This gives evidence of your family’s understanding and acceptance of the Code of Conduct.

2.5.1 Harassment

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct, by either a student or a parent/guardian, may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. It is our goal to foster a safe environment for students within the school setting. “School setting” means at school, on the school grounds, in school vehicles, at a designated bus stop, on a school bus, or at any activity sponsored, supervised or sanctioned by the school.

Electronic or cyber bullying is the use of technology such as phones, internet, websites, blogs, cameras, video, iPads, etc. to engage in bullying behaviors. **Bullying** means any repeated or pervasive intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student or students that does any of the following:

- Causes fear, humiliation, pain, emotional distress, or injury;
- Causes social isolation or ostracism based on actual or perceived characteristics of the student/s who are objects of the bullying behaviors;
- Creates or reinforces a power imbalance which disadvantages a student or students;
- Substantially interferes with a student’s education;
- Creates a threatening environment; and/or

- Intentionally uses cyber bullying that is harmful, graphic, or sexual
- Substantially disrupts the orderly operation of the school.

Consequences are determined for a violator on a case-by-case basis, taking into consideration, age, development, the degree of harm, and other contextual factors. Conduct that rises to the level of bullying as defined above will warrant disciplinary action assigned to the student responsible for the bullying behaviors. The focus on disciplinary action with regard to bullying scenarios focuses on stopping the bullying behaviors, ensuring emotional and physical safety for all students, and decreasing the likelihood that the bullying behaviors will re-occur. False accusations of bullying behaviors and retaliation against those making reports of alleged behaviors are also a violation of our code of conduct.

Bus Conduct

Every School District has established the following general rules in order to insure the safety of all passengers, they are:

- Use only the bus and the bus stop assigned.
- Orderly behavior is required at the bus stop.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly and make no unnecessary noises.
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Be quiet when the bus is crossing railroad tracks.
- Students are not permitted to change their assigned bus (even to go home with a friend) without district authority.
- Never stand until the bus comes to a complete stop.

Infractions of the above rules are reported by the school district to the parents through the Principal. Continual abuse of bus privileges will result in a suspension or the denial of transportation.

Social Hall Conduct

The same general expectations for classroom behavior apply in the Social Hall. Students are to remain orderly in line while awaiting the purchase of their lunch. Students may leave their table only when excused by the lunch monitor or designated adult. Courtesy and good manners are expected of all students always. If a student's behavior is not acceptable, appropriate action will be taken to correct the situation. This may include administrative intervention and/or conferencing with a parent.

Summary

The above categories do not cover every possible situation. The school will determine which behavior is inappropriate in school situations. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

2.5.2 Disciplinary Procedures

Conduct Resulting in Code Violations, Infractions, or Detention

The following list is only a guideline for the classroom teacher and the issuance of infractions (conduct referrals) are decided on an individual basis. It is not an all-inclusive list of conduct that violates the Discipline Code.

The following infractions may warrant a written conduct referral:

- Not prepared for class – not having proper supplies or books for class repeatedly.
- Improper behavior – including, but not limited to disturbances in class/ playground/lunchroom; i.e. slamming books, unnecessary noises, disrespect, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- Cheating/Plagiarism – the taking or giving of schoolwork that is not one’s own – or if the teacher has probable cause to suspect such an action.
- Disrespect/Defiance – any improper attitude, fighting, roughness, harassing behavior, irreverence, insubordination or gross defiance displayed towards any teacher, staff member, volunteer parent, and administrator or fellow student.
- Abusive language/Gestures – any inappropriate, profane/obscene, abusive language, or gestures used on school premises.
- Forgery – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- Invading the privacy of another’s desk/locker – teacher or student.
- Gum chewing/eating in class – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- Dress code violation – any infraction of the uniform dress code.
- Damaging any school, church or personal property.
- Failure to return a signed written infraction.
- Out of bounds – any student who is in the wrong place at the wrong time.
- Unauthorized use of Electronics – [any devices including phones must remain in classroom collection boxes/lockers/backpacks during the school day.]
- Other – any other disruptive, harmful, unauthorized behavior that warrants attention not specified on the above list.

2.5.3 Conduct Resulting in Suspension

Serious or severe infractions may include but are not limited to suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions. Examples of Serious Infractions include the following:

- Truancy – unexcused absences.
- Violent behavior – any fighting or behavior that causes physical injury.
- Blatant disrespect for authority – to any adult in the building.
- Cell phone/Internet – unacceptable use of cell phones or the internet (including email and text messaging) both on and off school property and outside of school hours.
- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.
- Irreverence.
- Vandalism/Theft – destruction, defacing, or theft of parish or school property.
- Profane/obscene language or gestures or engaging in immoral or sexually suggestive conduct.
- Possession of any item which may present a danger to others both in school or out of school.
- Cutting class.
- Leaving campus without permission from a school authority.

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

2.5.4 Procedures for student suspensions

- The degree of seriousness of the infraction will be determined by the School.

- Parents/Guardians of the student will be informed in writing of the suspension as soon as practical.
- Suspensions will be implemented [in School or out of School], at the discretion of the Principal.
- Following suspension, parents or guardians will be interviewed by the principal. Students removed from the school community will not be re-admitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where necessary, a student will be referred to a counselor.
- Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

2.5.5 Conduct resulting in expulsion

After two (2) formal suspensions, a student may be dismissed. In certain instances, the infraction may warrant immediate dismissal. Saint Elizabeth School reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practical.

When the principal receives a report from a student, teacher, and/or parent that a particular student has made a threat to commit a crime of violence, this matter shall be immediately referred to the local law enforcement agency. In addition, the student who has made the threat to commit a crime will be suspended and/or expelled.

Students who are expelled may apply for readmission after one full year. The school administration will determine whether re-admittance is appropriate.

3. School Policies and Procedures

The School grounds are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The School has no responsibility for students or parents/guardians on the premises during unsupervised times.

Of utmost importance are Emergency Contact Forms. The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

3.1 School and School Office Hours

The School Office is open from 7:45 AM until 4:00 PM. Before school CARES is available from 7:00 AM to 7:45 AM and after school from 3:05 PM to 6:00 PM. CARES is provided for a fee.

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency, with the permission of the Principal or Secretary to the Principal.

Permission will not be given to a student to call home to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be left with the Secretary to the Principal when necessary, and they will be given to the appropriate teacher.

The e-mail addresses of faculty and staff will be distributed in September. This is often the best way to communicate with school personnel.

3.2 Attendance

Regular school attendance impacts positively on the child's academic development. The total number of days that school is in session is prescribed by the Commonwealth of Pennsylvania and followed by the Archdiocese of Philadelphia.

A child must come directly into the school between 7:45 and 8:05 A.M. Prayer begins at 8:05 AM. Parents are asked not to leave a child at school before 7:45 A.M., as no supervision will be provided. Before and after school care for the students of Saint Elizabeth School is provide for a fee.

The daily schedule is as follows:

Opening Bell	8:05 (children arriving after this time are considered late)
Morning instruction begins	8:15
Lunches	11:15 – 12:50
Afternoon instruction begins	1:00
Closing Bell	3:05

3.3 Dismissal

Children will begin to be dismissed from their classroom by their teachers at 3:05. In order to ensure safety, children will leave the building, as lines are called, in an orderly fashion. No child may leave the building prior to dismissal without the Principal’s permission.

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office and sign the “Early Dismissal book,” to have the child released from school.

3.4 Lateness

A student who arrives late for school must:

- report to school office for a tardy slip
- present a note from his/her parent explaining the reason for the lateness
- present the tardy slip to the teacher in the class

If your child will knowingly arrive to school late, you are required to call 610-646-6532 by 8:00 A.M. and leave a message.

3.5 Absences

A student who has been absent from school must present a written note to his/her homeroom teacher. If absence continues for 3 days, a doctor's note is warranted.

If your child is going to be absent, you are required to call the school. Please leave a message on voice mail. The number to call to report absences is 610-646-6532. Please call by 8:00 A.M.

In order to arrange for assignments of children who are absent, kindly make this request when reporting your child's absence. This work may be picked up by the parent at the school office between 2:30 and 4:00 PM. It is the responsibility of the student to complete work and tests that have been missed due to absence.

During standardized testing times, a doctor's note is necessary for us to administer missed tests due to the compact time frame during which tests must be given and sent to the testing service.

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.

3.6 Emergency Closings

In the event of school closing due to inclement weather or emergencies, you will be notified via phone call or email through School Messenger. The decision of when the buses will run is determined by the local school district, which provides our transportation.

Since Saint Elizabeth is located within the Downingtown Area School District, we follow their plan for weather related closing. For the safety of the children and the convenience of parents, the School Messenger automated phone system will be activated. Please do not call the school or parish office in anticipation of an emergency dismissal as this prevents us from getting out necessary information to our other constituents.

3.7 Vacation Policy

The planning of family vacations during the academic school year is strongly discouraged. Family vacations during standardized testing times will not be made up. If there are special family circumstances, please contact the Principal. Teachers are not expected to provide assignments in advance. All work however, must be made up after the child returns to school. Students may access the teacher website for homework assignments or ask for the assignments upon their return. The student will have reasonable time from date of return to make up the assignments. It is the responsibility of the student to make up any schoolwork that has been missed during vacation. Any work not made up could affect the grade that the student receives in a particular subject area. Teachers cannot re-teach the material missed by vacationers but will assist students in their efforts to complete assignments in a timely manner.

3.8 Electronic Devices

Any personal electronic devices because they may be distracting or disruptive to the learning environment, are not permitted in the School. Exceptions to this policy may be granted for a specific educational project. Students have access to technology daily while under the supervision of teachers.

While students may not have a cell phone on their person, we do respect the right of each parent to provide a phone for their child. Phones may be placed in a phone collection bin in homeroom and returned to students at dismissal or kept in backpacks/lockers. Along with eliminating a distraction in the classroom, in an emergency, the phone bin, is carried to safety along with student lists. Children who come to school with cell phones must keep them in the off mode. Should you need a message delivered to your child during the school day, please call the school office. Any phone in view and/or in use for calling, text messaging or gaming during the course of the day, will be confiscated. The child's parent will need to make an appointment to come to the school office to reclaim it.

3.9 Transportation Policies and Procedures

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if

it is a change for only one day. Transportation changes cannot be made over the phone. A parent signature is required.

3.9.1 Bus

Downingtown Area, Owen J. Roberts, West Chester Area, and Twin Valley school districts provide bus transportation for Saint Elizabeth Parish School students. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district. The flow of all bus traffic enters from Fellowship Road, around the rear of the building, through the bus loop, exiting onto the rear drive out to Fellowship Road.

3.9.2 Arrival and Dismissal Procedures for Car Riders

Morning Arrival (7:45 AM – 8:05 AM); Saint Elizabeth Parish School is not legally responsible for children prior to 7:45 AM because teachers have not yet reported for duty. There is morning CARES for students who need to arrive before 7:45 AM.

The children are to be dropped off at the front of school and proceed through the front doors of the school. We ask that when entering the property, you drive to the south end of the parking lot along the sidewalk in front of the school. Please have your children exit the car on the passenger side and onto the sidewalk. They can then proceed down the sidewalk and through the front doors of the school.

Do not allow any child to exit the car until you have pulled up to the sidewalk. No child should be walking in the parking lot. Please do not pull out of the car line and please follow the flow of traffic. Once in the school the children will go directly to their homeroom. We will have teachers, support staff, and students outside and in the front hall to direct the children in the right direction.

Afternoon Car Line (3:05 PM)

All traffic will stay in the outside driving lane moving right toward the south end of the parking lot. Place a sign on the window with the Family name and any other child you have permission to pick-up. The car riders are assembled in the Gym and exit the Gym when their family name is called.

Please put your car into park when your child is being placed in the car. Stay in your car. This will move the car line quickly. If your child needs help with the seat belt or booster seat, please pull into the parking space in front of the church upon pulling away from the car line and assist the child. Please do not get out of your car while in carline. Please continue to drive through the parking lot with caution by following the drive past the church then out onto Fellowship Road. There is no left turn from the parking lot directly onto route 100.

For safety reasons, we ask that you do not walk up to the carline to pick up your child. We do not want children walking in the parking lot. Please send a note into the office if someone, other than a parent, is picking up your child/children.

After 3 occasions of a late pick up, please note that your child will be put into CARES and pick up will be from CARES after 3:30 PM. Billing will be included in the monthly CARES invoice.

3.10 Communications/Student Records/Release of Students

3.10.1 Family Communication

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Our Weekly Communication is sent to parents on Thursday via Flocknotes and posted on our website. Parents are asked to check the website, attachments, folders and email regularly for such communications. Please remember that teachers are not permitted to use cell phones or answer emails during the teaching day. They answer email during a planning period and/or lunch period. The schedule does not always allow for a planning period each day so please keep that in mind in your expectation of a response to an email. A teacher's job is to be with your child at all times without distraction. In the event that parents are separated or divorced, please note that only one email address is used in School Messenger unless a second is requested. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

3.10.2 Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help

school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not make decisions in school matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

3.10.3 Student Records

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, at the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school. Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

3.10.4 Release of a Child

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

3.11 Dress Code

In wearing the school uniform of Saint Elizabeth Parish School, each child comes to represent to the public the values of the school. Those who wear the uniform proudly make the statement

that here at Saint Elizabeth, we dress for learning. Manner of dress can have a strong influence on classroom environment and we believe that our uniform adds to the positive calm.

Neatness and cleanliness in personal attire are part of a child’s education and the responsibility of parent and child. **It is expected that all uniforms are in good repair.** When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal.

Our school colors, blue and gold, are represented in our uniforms. Unless otherwise indicated, students are required to be in full uniform, beginning the first day of school. Our school logo must be embroidered on vests, sweaters, golf shirts, sweatshirt, sweat pants, tee shirt and mesh shorts. Garments requiring embroidery or logos must be purchased at Flynn and O’Hara. Please label all clothing.

Girls Winter Uniform

Grades K to 4	Grades 5 to 8
Drop-waist plaid jumper no shorter than 3 inches above the knee	Plaid skort or kilt no shorter than 3 inches above the knee
Peter Pan collar on white blouse (long or short sleeves) or white turtleneck	White Oxford shirt (long or short sleeves) or white turtleneck
Navy blue Cardigan sweater or ¼ Zip Fleece Pullover with the St.Elizabeth logo.	Navy blue v-neck sweater or vest or ¼ Zip Fleece Pullover with the St.Elizabeth logo
Navy blue knee socks, tights or leggings	Navy blue knee socks or tights or leggings
“Dirty” bucks that must be tied at all times (Light or Dark Brown) Sperry top-siders Navy Blue Mary Jane	“Dirty” bucks that must be tied at all times (Light or Dark Brown) Sperry top-siders Navy Blue Mary Jane

Boys Winter Uniform – Grades K to 8

Khaki Dress Uniform slacks (with a belt for grades 3 to 8)
White Oxford shirt, long or short sleeves with tie or turtleneck
Navy blue v-neck sweater or vest with the St. Elizabeth logo
Tan, white, navy, or black socks that cover the ankles
“Dirty” bucks (Light or Dark Brown) – must be tied at all times (no boots of any kind) Sperry top-siders

Girls Summer Uniform

Grades K to 4	Grades 5 to 8
Drop-waist plaid jumper no shorter than 3 inches above the knee	Plaid skort or kilt no shorter than 3 inches above the knee
Peter Pan collar on white blouse (long or short sleeves) or white turtleneck	White banded golf shirt with logo (long or short sleeved)
Navy blue uniform skorts with white banded golf shirt with logo. Navy blue or white socks.	Navy blue uniform skorts with white banded golf shirt with logo. Navy blue or white socks.
Navy blue knee socks or tights with plaid jumper.	Navy blue knee socks or tights with plaid skort or kilt.
“Dirty” bucks that must be tied at all times (Light or Dark Brown) Sperry top-siders Navy Blue Mary Jane	“Dirty” bucks that must be tied at all times (Light or Dark Brown) Sperry top-siders Navy Blue Mary Jane

Boys Summer Uniform – Grades K to 8

Khaki Dress Uniform slacks (with a belt for grades 3 to 8)
White golf shirt with logo (long or short sleeved)
Khaki uniform shorts with white golf shirt with logo
Tan, white, navy or black socks that cover the ankles
“Dirty” bucks (Light or Dark Brown) – must be tied at all times (no boots of any kind) Sperry top-siders

The summer uniform includes navy blue uniform skorts for girls and khaki uniform shorts for boys. All are purchased from Flynn & O’Hara. These are optional items and not required.

Winter Physical Education uniforms for all students – All PE uniform pieces must be purchased at Flynn & O’ Hara. The only exception is Spirit Wear navy sweatshirts or hoodies. CYO sports sweatshirts or hoodies are not allowed.

Navy blue hooded or crew neck sweatshirt with the St. Elizabeth logo
Navy blue sweat pants with the St. Elizabeth logo
Gray T-shirt with the St. Elizabeth logo
Athletic socks that sit above the ankle
Sneakers that fit well and tie (no hiking sneakers or skater shoes)

Summer PE Uniform

Gray T-shirt with the St. Elizabeth logo
Navy blue mesh shorts with the St. Elizabeth logo
Athletic socks that sit above the ankle
Sneakers that fit well and are tied

Hair Styles/Grooming/No make-up

Students’ hair is to be neat and clean, groomed conservatively and not be colored. **Boys’ hair should be neatly styled and cut, above the ears, above the collar, and not covering the eyes.** No extreme styles or fad haircuts are permitted. Students are expected to come to school in a state of cleanliness. Students are **not** permitted to wear make-up or nail polish with their school uniform.

On PE Days:

Hair must be pulled back and fastened away from the face. Hard headbands & barrettes are discouraged. Boys' hair should be out of the face.

Jewelry

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain, watches, and fitness bands are permitted.

On PE Days:

Jewelry on gym days should be limited to a durable watch or fitness band. Anything else can be a hazard.

Out of Uniform

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

No Uniform Today Pass (NUT Pass)

Students may come to school dressed in casual appropriate dress. Any child coming to school dressed in attire that we deem inappropriate will call home for their uniform. The following is considered inappropriate:

- Clothing that is indecent, obscene/offensive, or contains direct or indirect references to sex, drugs, alcohol, violence, or violent groups
- All tops must have sleeves or shoulder straps (at least an inch or 3 fingers thick)
- The length of skirts and shorts must be at least as long as where the fingertips rest when the arms are hanging at the student's side
- Leggings are allowed with tunic tops only – not just long t-shirts.

- There should be no visible underwear
- There should be no midriffs showing
- No flip-flops or other backless shoes
- No face paint
- No nail polish

3.12 Student Health

Medical Records

The Commonwealth of Pennsylvania and the Archdiocese of Philadelphia has mandated that all children entering the Kindergarten or First Grade present documented proof that immunizations have been received. This information can be found on the Pennsylvania Department of Health website under immunizations

School Nurse

A registered nurse is provided by the Downingtown Area School District. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records.

Our parish paid nurse is in school 5 days a week from 10 to 2. Care given in the school is limited to first aid in accidents or illness administered by our parish paid nurses until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. Student physical examinations are required within one year of entrance into school and the sixth grade. Student dental examinations are required within one year of entrance into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

Accident / Illness at School

Accidents or unusual illness occurring at school are reported immediately to the main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind may be given to the student. Only basic first aid may be administered.

Parents will be contacted immediately if there is any question regarding an injury.

Medications

Students are not permitted to have any medication, prescription or over the counter, in their possession at any time. This includes cough drops, which can represent a choking hazard. In the event of a potentially extreme allergic reaction requiring the use of an Epi-pen or of an asthma attack requiring the use of an inhaler, explicit permission to retain those medications by the student must be granted by the administration.

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it must be stored in the medical room. It will be administered in the main office or nurse's office. Parents/guardians are required to sign a medication authorization form, which is available from the school if the student must take medication at the school.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the week.

For field trips, all medications must be documented on the permission form; sent in the original, labeled container; given to the teacher on the day of the trip.

Communicable Diseases

In an attempt to promote a safe environment for all in our school community, we ask that students do not return to school after suffering from any of the conditions below, until the time specified. After a three day absence, a note from the doctor is warranted.

Illness	Length of time to remain out of school
COVID	5 days from onset of symptoms or a positive test
Measles	4 days from onset of rash
Whooping cough	7 days after medication is started with doctor's clearance
Scarlet Fever	24 hours after medication is started
Mumps	9 days from onset of swelling
Rubella/German measles	4 days from onset
Chicken Pox	When all pox have scabs that are dried up
Pink eye	24 hours after the start of medication
Lice	until judged non-contagious by physician or school nurse, and after treatment is given and no nits are present
Fever or vomiting	return 24 hours after being clear of fever or vomiting
Strep throat	return 24 hours after being clear of fever

Latex Allergy

Our school is a “latex safe” environment. As such, latex products, particularly balloons and gloves, are not permitted in the school.

General Food Allergies

For students who have serious allergies to peanuts, bananas or other foods, we provide an allergy free table in our cafeteria. It is the parent’s responsibility to work with the teacher in selecting this area for lunch. Depending on the severity of an allergy, the possibility exists that a homeroom class is designated as allergy free (peanut free).

All Classroom Food as pertaining to Peanut and Nut Allergies

There are special times throughout the school year when we celebrate a special event in the school or parish. During these times, we ask all of our parents to remember that we have students who have various food allergies and coordination with the teacher or school office is important.

At no time should food be sent in for sharing with other students at snack, lunch or other events, without prior approval from the teacher or school office. We also ask that no one share any leftovers from a Parish event with our students. This will ensure the safety of all our students and give parents of those with allergies the opportunity to provide “safe foods.”

Please read the label of any food you intend to send into school for a class activity.

3.13 Lunch and Snacks

Morning recess

Children in all grades will have a short mid-morning break to enjoy a snack. This can be a pretzel purchased through the school or a small treat from home. Please keep in mind that this is only a 15-minute period for grades K-4 and 10 minutes for grades 5-8, that also includes a trip to the lavatory. Time does not allow for a meal, just a quick bite.

Lunch

All students stay for lunch during the school year. Students may bring lunch from home or purchase in the Social Hall. A menu of choices and prices will be forwarded monthly.

To promote good eating habits, lunch from a fast food restaurant, soda and candy are not permitted as part of your child's lunch. The lunch period is divided into approximately twenty minutes for lunch and twenty minutes for play. This schedule is as follows:

11:10 PreK, Kindergarten and 1st Grade eat lunch and at 11:30 have recess

11:40 Grades 2, 3, 4 eat lunch and at 12:00 have recess

12:10 Grades 5, 6, 7, 8 eat lunch and at 12:30 have recess

At all times, children are expected to behave appropriately, according to the Saint Elizabeth Code of Conduct, in the lunchroom and at outdoor play. Parent volunteers who monitor the lunch period are treated with respect and obedience.

Please include a napkin in the lunch box. This is most appreciated as a means of helping with the clean up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to their designated area when dismissed.

3.14 SAFETY

The following general regulations have been established to ensure safety and must be adhered to by all students and visitors:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for activities or recess.
- All visitors and volunteers must report to the school office.
- The school campus is a smoke-free environment. No smoking is allowed in the school building or on the adjoining property.

Emergency Drills are conducted on a monthly basis. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. All staff and volunteers must evacuate the building for any drill.

3.15 ADMISSIONS

Saint Elizabeth Church is committed to the belief that the ministry of religious education in the Catholic school is an integral component of our mission as a Catholic parish to provide faith formation for future generations of Catholic believers.

Our parish school is a ministry for which all in our parish community share responsibility and ultimately reap the benefit. For this reason our parishioners offer their prayerful and financial support to families with school age children who are committed to providing a Catholic education for their children. It is our desire as a parish community to make Catholic elementary education available to all who seek it for their children.

Parental Commitment to a Catholic Faith Life

The decision to enroll children in Saint Elizabeth Parish School entails several serious responsibilities beyond the significant financial investment families make in support of their children's education.

The parents of our parish school children are expected to embrace the spiritual responsibility of modeling adult Catholic living by their commitment to regular and active participation in the sacramental life of the Church, to integrity and consistency in everyday moral decision-making, to a personal and family prayer life, and to a generous stewardship of time, talent and treasure in service of others, both within and outside our parish community.

Parents foster their children's faith development both by consistent encouragement of their children to continue learning about our Catholic faith and by their own personal example of living the faith day to day. These two together form a strong foundation and support to the

religious education and faith formation provided to children enrolled in Saint Elizabeth Parish School.

The sacraments of Reconciliation, Eucharist, and Confirmation are prepared for and administered in accordance with the Guidelines of the Archdiocese of Philadelphia.

3.15.1 Guidelines for Admission

3.15.1.1 Policy of Non-Discriminatory Admissions

Saint Elizabeth Parish School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Our parish school does not discriminate on the basis of race, color, national or ethnic origin in its admission policy, the administration of its educational policies, or in any school-administered programs.

Saint Elizabeth Parish School endeavors to accommodate students with special needs, as our school's resources and capabilities reasonably permit. We reserve the right to decline admission or to impose reasonable conditions of attendance where indicated in particular circumstances.

3.15.1.2 Age Requirements for Admission

Saint Elizabeth Parish School follows the age requirements for admission as defined by the Downingtown Area School District: a student who is 6 years old by September 1 is eligible for admission into first grade; a student who is 5 years old by September 1 is eligible for admission into kindergarten.

3.15.1.3 Admission of Catholic Students

Catholic families registered at Saint Elizabeth Church who desire a Catholic elementary school education for their children must seek admission to Saint Elizabeth Parish School first. If space is available for children in our parish school, Saint Elizabeth Church will not pay a tuition subsidy for the children to be enrolled in another Catholic parochial school.

3.15.1.4 Admission of Non-Catholic Students

Saint Elizabeth Parish School serves a variety of purposes, including the academic, physical and social development of our students. However, the primary purpose of our school is religious. Our school exists for the purpose of evangelization and catechesis; that is, the proclamation of the Gospel and the faith formation of the entire school community. Our parish school offers a complete Catholic religious education program and makes every effort to develop the Catholic faith in all our students so that they may live a full Christian life.

Non-Catholic students may be admitted into our parish school under the following conditions:

- Parents/Guardians receive the written permission of the pastor of Saint Elizabeth Church;
- Adequate facilities and space are available, without denying admission to eligible Catholic students;
- The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program;
- The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our parish school;
- The parents/guardians agree in writing to assume responsibility for all financial obligations.

3.15.2 Guidelines for Application

At the time of application for admission to Saint Elizabeth Parish School, parents are required to provide the following documents for each individual child making application:

- a completed application form;
- an original birth certificate
- a baptismal certificate (required of all, including those baptized at Saint Elizabeth Church)
- an up-to-date certificate of immunization

In addition, parents are required to make a non-refundable application fee of \$300.00 for the first child and another \$50.00 for each additional child of the family, all of which will be credited toward tuition fees upon acceptance of the student(s).

3.15.3 Guidelines for Acceptance

It is our desire to provide a Catholic elementary education for all who seek it; however, space limitations may sometimes require a preferential order of acceptance.

Applicants will be accepted into Saint Elizabeth Parish School in this priority order:

1. Catholic families registered at Saint Elizabeth Church who currently participate regularly in liturgical celebrations and actively practice Catholic Stewardship; among these families, an additional preference will be given by date of registration at Saint Elizabeth Church
2. Catholic families registered at Saint Elizabeth Church whose children are currently enrolled in a Catholic parochial school and are applying to transfer into our parish school
3. Catholic families registered at Saint Elizabeth Church whose children are currently enrolled in a public or private school
4. Catholic families newly registered at Saint Elizabeth Church who are ready to embrace an active Catholic faith life together with our parish community

If there is room for additional students on any grade level, Catholic families registered and actively participating in another Catholic parish may be accepted into Saint Elizabeth Parish School, in this priority order:

1. families registered at a parish that does not currently provide a Catholic elementary school for its children
2. families registered at a parish that has already closed its parish school enrollment

Note: In special circumstances, a student may transfer to Saint Elizabeth Parish School from another parish school, with the permission of both pastors and the collaboration of both school principals.

3.15.4 Re-Registration of Current Students in Subsequent Years

Families whose children are already enrolled in our parish school will be required to re-register annually. Each year re-registration information will be forwarded to our school families in January. Tuition rates, including a non-refundable re-registration fee, established by the pastor upon recommendation of the Parish Finance Council, will be published in January. All financial obligations to the parish for the current year must be up-to-date before a family's re-registration will be accepted for the following year.

3.15.5 Application and Acceptance for New Students

Application for preK and kindergarten students and for other students new to our parish school will take place on a rolling basis. Application information will be communicated to current school families and announced in the parish bulletin at the appropriate times.

Families with children already enrolled in our parish school will receive priority in order of acceptance for the siblings of these students, first for families registered at Saint Elizabeth Church and second, for families registered elsewhere.

3.16 Tuition

Tuition is determined by the pastor upon recommendation of the Finance Council in January for the following school year. The School also may impose fees for other items, such as extracurricular activities, field trips, and books. This information is communicated to the school parents/guardians through weekly communication. During the month of January, tuition fees are published in the parish bulletin.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the School. Anyone who is experiencing difficulty in remaining current with payments is encouraged to contact the pastor. There is a formal procedure in place and application through FACTS tuition aid to ensure that all our families have access to a Catholic education.

Technology Addendum:

Facebook, Instagram and Twitter

St. Elizabeth has a Facebook, Instagram and Twitter site that is monitored daily where pictures of students may be posted. Students are never identified by name. Please note that this is a public Facebook page. If you do **not** wish your child's picture to be posted, **please send in a written note to the office denying permission for us to do so.**

Administrative Rights

The school has the right to monitor both student and employee use of school computers and computer accessed content. Saint Elizabeth Parish School reserves the right to impose consequences for inappropriate behavior that takes place off school property and outside of school hours. Inappropriate use of technology (for example, on a home computer or cell phone), may subject the student to consequences. Inappropriate use includes: harassment, use of school name, remarks directed to, or about, teacher or students, offensive communications and safety threats. Due to the evolving nature of Saint Elizabeth Parish School reserves the right to amend or add to this policy at any time without notice.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of conduct referrals/detentions/suspensions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.