PARENT/STUDENT HANDBOOK

2018-2019

St. Elizabeth School

Greenwood Ave, Wyckoff, New Jersey 07481
Phone: 201-891-1481 FAX: 201-891-8669
http://www.sainte-school.org

NON-DISCRIMINATION POLICY

St. Elizabeth School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. St. Elizabeth School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational polices, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

PURPOSE AND USE OF HANDBOOK

This Handbook exists to foster the efficient operation of St. Elizabeth School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the Handbook. This Handbook does not create any additional rights for students orparents/guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified.

St. Elizabeth School Staff

Father Stephen Fichter, Pastor ***Mrs. Karen Lewis, Principal***

Mrs. Carol Palmieri Administrative Assistant

Mrs. Debra Slack
Pre-K 3

Ms. Danielle Armena
Pre-K 4

Mrs. Julia Drago
Kindergarten

Mrs. Ellen Camiolo
Grade 1

Mrs. Victoria Karpinecz
Grade 2

Mrs. Nancy Schwind
Grade 3

Mrs. Karen Klypka
Grade 4

Mrs. Lisa Gallagher
Grade 5
Teacher-In-Charge

Mrs. Donna Leniw
Grade 6 Homeroom
Grade 6 Religion
Science 6-8

Mrs. Christine Kozar
Grade 7 Homeroom
Grade 7 Religion
Social Studies 6-8

Mrs. Margaret Kurza
Grade 8 Homeroom
Grade 8 Religion
Grade 8 & ELA

Ms. Jaclyn Glotzbier
Mathematics

Mrs. Jean Colman
Mathematics

Mrs. Mary Hausler
Grade ELA
Mathematics

Mrs. Rosann Rogalski
Library/Media

Mrs. Denise Schmit
Library/Media

Mrs. Natalia Lorenzo
Spanish PK – 8

Mrs. Cheryl Wyka
Music K – 6

Mrs. Alice McGillycuddy
Art K – 8

Mrs. Beth DeWitte
Technology Teacher/
Integrator

Mrs. Gina Trucil
Reading Specialist/Special Ed.

Mrs. Rosalind Litton
Aide

Mrs. Maureen Boswell
Aide

Mrs. Carol Gallagher
Pre-K 4 Aide

Mrs. Cristina Palmieri
Pre-K 3 Aide

Mrs. Jacobsen
Pre-K 3 Aide

Ms. Amanda Bonner
K- Aide

Mrs. Patricia Jenski
Aide

Mrs. Denise Jaffe
School Nurse

Catholic Charities
Student Services

St. Elizabeth School

St. Elizabeth School in Wyckoff, NJ is a PK3 through 8th grade Catholic Elementary School within the Archdiocese of Newark. The curriculum stresses academic achievement in a Christian community, where children feel that they are loved and respected by their peers as well as teachers. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Elizabeth School, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the Common Core and New Jersey curriculum guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading materials, a wide variety of audio-visual and technology tools and multi-text approaches to the content areas.

Church of St. Elizabeth: The Mission of Parish Schools

The local parish is a part of the church and its mission. It brings the message of Christ to our community. As the parish is part of the mission of the church, making it present in a particular place and to a particular people, so too is the parish school an integral part of the parish and an instrument of its total mission. The school's special mission is to evangelize and to catechize, to instruct and to form. Without this mission, the Catholic School would have no reason to exist; this mission, in turn, determines the primary purpose of the Catholic School, a primary purpose which is religious in nature. This religious purpose gives direction to the school and all its programs. The mission of the parish school, which affects and is heard by all members of the parish community, then, is one of proclaiming to young people and encouraging them to embrace the mystery of salvation entrusted by Jesus to His first disciples.

Mission Statement of St. Elizabeth School

St. Elizabeth School is first and foremost an educational community rooted in the Roman Catholic tradition and Gospel values. We are dedicated to helping students see God in themselves, in each other, and in the world around them. Our commitment is to the fulfillment of every student's individual potential; our intent is to build a Christian foundation for strong ethical and moral ideals. We nurture the whole child by blending traditional and current practice, while advancing spiritual, intellectual and emotional development.

Philosophy

St. Elizabeth School is an educational community rooted in the Roman Catholic tradition. We endeavor to help students grow in a Christ-centered environment and to achieve their unique potential as followers of Jesus Christ. The philosophy of education at St. Elizabeth School is a set of examined beliefs about education, which is translated into specific practices used in developing the whole child. Therefore, we make provisions for the students to develop an awareness of Christ and His message through worship, community, and service to others.

We believe all students have unique sets of intellectual and personal needs. It is our purpose to help them reach their full potential. To accomplish this goal, we incorporate many educational principles into our teaching methods, providing an environment that enriches multiple learning styles and diversity of development.

We strive to make our students aware of their ultimate responsibility as children of God to work for justice and peace among all peoples. Realizing that supportive, caring relationships tremendously enhance the school experience, we offer opportunities for these to develop in many ways.

While parents are the primary educators, teachers play a formative role in students' lives. Our responsibility then is multiple; to make every child feel cherished, to model Catholic values, to excite the child in learning, and to monitor progress. We believe in the school as a family community which functions best when all its members support the same philosophy. Parent/teacher cooperation is particularly essential to ensure the best environment for students.

We strive to prepare our students to meet the challenges of an ever-changing world. We are committed to the fulfillment of every student's individual potential. Our philosophy supports our school's Mission Statement: "We are dedicated to helping students see God in each other and in the world around them."

Accreditation

St. Elizabeth School is the recipient of the National Blue Ribbon School of Excellence Award 2011. St. Elizabeth School is accredited through the Middle States Association of Colleges and Schools. Re-accreditation was granted in November, 2013 and updated in 2016.

Admission Information

Nondiscriminatory Policy

The Roman Catholic elementary and secondary schools of the Archdiocese of Newark admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. These do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The above policy is in keeping with Revenue Procedure 75-50, and is in accordance with Section 4.02 and 4.03.

As openings become available, the following guidelines will be used to accept students to St. Elizabeth School:

- Applicants who already have siblings in St. Elizabeth School or who have graduated from St. Elizabeth
- Applicants presently enrolled in St. Elizabeth Pre-K 3/ 4 or Kindergarten
- Registered members of St. Elizabeth Parish and any RCAN parish
- Applicants who are non-parishioners and who have a sibling(s) already enrolled in St. Elizabeth School.
- Applicants transferring to St. Elizabeth School from other Catholic Schools
- Applicants not previously affiliated with St. Elizabeth who are seeking value- centered Catholic education

Requirements:

Children entering Pre-K 3 must be (3) years of age by October 1, and independent in their toileting.
Children entering Pre-K 4 must be four (4) years of age by October 1, and independent in toileting.
Children entering Kindergarten must be five (5) years of age by October 1.
Children entering First Grade must be six years of age by October 1.

Students applying for Admission in Grades 1-8 must present a copy of their current report card, standardized test results; in addition, any individualized plan which is supplementing academic or emotional development should be included. These will be reviewed to determine whether the program at St. Elizabeth School will meet the educational needs of the students. An interview with the student is part of the admission process. Academic placement assessments may be given for new incoming students.

The acceptance of new students will be at the discretion of the Principal. All new students are admitted on a probationary basis.

Non-Catholic students whose parents accept the philosophy of St. Elizabeth School will be accepted on a space available basis.

Documentation Required:

- Verification of active parish affiliation/stewardship
- Health and Immunizations Records (see Appendix)
- Birth Certificate (original)
- Baptismal/Sacramental Certificates (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP

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 and role models for their children. 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. Let us all be committed to a partnership as we support one another in helping your children to reach their potential.

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:

- arrives at school on time and is picked up promptly at dismissal
- has the required supplies
- has a good night sleep
- is dressed according to the school dress code
- completes assignments on time
- has a healthy breakfast, snack, and lunch each day.

An equally important facet of our partnership is that parents commit themselves:

- to support and cooperate with the discipline policy of the school
- to treat teachers with respect and courtesy in discussing student problems
- to respect the rights and privacy of other families
- 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 and volunteer obligations to the school
- to inform the school of any special situation regarding the student's well-being, safety, and health
- to complete and return to school any requested information promptly
- 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

Home School Association

The Home School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and community building are goals of this organization.

The Home School Association is comprised of all families whose children attend St. Elizabeth School. The primary function of the Home School Association, or HSA, is to promote communication between the school and parents.

The HSA Executive Board is made up of five volunteer members who serve a rotary two-year term. The president, vice-presidents, treasurer, and secretary work together with the principal and many committee chairs to ensure the smooth flow of events which benefit our school. General meetings are held one Tuesday per month. The HSA will make best efforts to have SKYPE available for every monthly meeting for parents who wish to listen remotely. Minutes from these meetings are available online. We encourage all parents to attend these meetings and become actively involved in any of the HSA

committees.

President: Kate Reubenacker
Vice President: Laura Connors
Vice President: Nicky Rice
Treasurer: Danielle Pisciotti
Secretary: Kelly Tweed

School Advisory Board

The role of the School Advisory Board (SAB) advisory and the SAB may:

- Provide leadership to foster an environment which provides underlying Catholic values
- Participate in strategic planning and goal setting for finance, facilities, marketing, and development which should complement the curriculum and instructional strategic plan developed by the school administration
- Review the annual operating budget prepared by the school administration; the pastor, the principal and the business manager, and forward the budget to ACES for approval
- Advise the school principal in regard to operations concerning student life and facilities
- Participate in effective marketing and development programs

General Information

School Hours

Grades K through 8	7:45 AM – 2:30 PM
7:25	Drop-off Begins
7:40	1st Bell
7:45	2nd (Warning) Bell
7:50	Morning Assembly (Late) Bell
Pre-K 3 and 4	7:45 or 8:30 AM – 12PM
	8:30AM -2:30 PM

School Office Hours

The school office is open on all school days from 7:30 AM – 3:00 PM. Summer hours are Monday, Tuesday, Wednesday, and Thursday from 9 AM – 2PM.

Dismissal Time

Regular dismissal is at 2:30 PM. Minimum day/early dismissal is at 12:15. Please check the school calendar for early dismissal dates.

Students not picked up by the end of the day (approximately 2:40 PM) will be sent immediately to the After-Care Program. Parents are charged the hourly per child rate for using this program.

Volunteers

All individuals who volunteer in our school must complete "Protecting God's Children (PGC)" Seminar and will be asked to complete the Archdiocesan mandated background check. All PGC seminars are listed on the Archdiocesan website at http://www.rcan.org/offices-and-ministries/child-youth-protection. Contact the parish office for more information.

School Visitors

School visitors (volunteers, parents, etc.) must sign in at the main office. For safety and security reasons, each person is required to sign in at the office and receive a visitor's pass when he/she enters the building for any reason. All visitors are to sign out upon leaving the building.

After Care Program—

After Care is available for students in grades PK3 – Grade 8. The schedule is as follows:

Monday – Friday: 2:30 – 2:40

- Check in at Kindergarten room

Monday – Thursday: 2:40-3:30

- Grades PK3- Grade 2 – snack and play time in Kindergarten room
- Grades 3 – 8 go to Homework room. (Grade 3 starts in October)
- Grade 3 remains in homework room until 3:00 or when homework is

completed.

- Grades 4-8 remain in homework room until 3:30.

Monday – Thursday: 3:30 – 6:00

- Students either play outside on playground or inside depending on the weather.

Friday 2:30-6PM

- There is no homework room on Fridays.
- Students either play outside on playground or inside depending on weather.

After Care begins the first full day of school and ends as per the school calendar. After Care is billed on or about the 15th of the month for the previous month through FACTS. So on or about October 15th you will receive your bill for September.

Pre-Pay Option for our families who use After Care EVERYDAY!!!
This means 5 days a week every week. We are offering a pre-pay discount of 20% if you sign up for 5 days of After Care with a set pick up time. You will be billed through FACTS on the First Friday of every month for the CURRENT MONTH of After Care. There are no refunds for missed days and you will be charged if you pick up after your pre-set pick-up time.

Insurance

All students in the Archdiocese of Newark are automatically covered for any school related activities by Christian Brothers Insurance. See school office for further information.

Tuition

Tuition for verified parishioners of any RCAN sponsored parish will be granted the RCAN Sponsored Rate. Otherwise the Non RCAN Sponsored Rate.

Grades K- 8	RCAN Sponsored	NON RCAN Sponsored
1 Child:	$ 5950.00	$ 7950.00
2 Children:	$ 11,250.00	$ 13,250.00
3 or more Children:	$ 16,200.00	$ 18,250.00

PK3 and PK4 (Per Child)	$ 6,900.00	3 Half Days	$ 4700.00
5 Half Days			
5 Full Days	$ 8,000.00	3 Full Days	$ 5,200.00

Pre-K students may attend 2,3,4 or 5 days. Half day session ends at 12pm and the day may start at 7:45 or 8:30.

Payment options: Tuition may be paid in full, 2 times per year or in 10 monthly installments. All families must enroll in FACTS. If you choose to pay monthly, your payments automatically deducted from your savings or checking account. FACTS charges are the responsibility of the payee.

There are three additional financial obligations outlined in the tuition contract:

1. All St. Elizabeth School families are required to participate in the "Dollar$ 4 Dollar$" scrip program. During the school year, a minimum of $3000/year must be spent on Dollar$ 4 Dollar$ gift cards. For every $1,000 spent over $3000, a rebate of $30 will be issued to your tuition account. If you fail to meet this requirement, you will be assessed 10% of the outstanding commitment.
2. All St. Elizabeth School families are required to buy or sell two Gala50/50 tickets at $100 each.
3. All families in grades K-8 must serve as a lunch assistant no less than 3 days per school year or a fee will be assessed.

Communication

Home-School

Communications from the school and the Home School Association will be available every Thursday in an electronic "Brown Envelope". This information is found via a link on the school website. All responses to any communication should be printed and sent back to school as soon as possible. These responses are collected in the classrooms each day and forwarded to the office for distribution to the appropriate person or event. Should a response involve payment for a particular school activity or fund-raiser, money should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed and its purpose. In certain instances a "hard copy" of the envelope will be necessary and it will be given to your child on Thursday to be taken home in his/her backpack.

Parent/Teacher

In early fall, parents are invited to "Back to School Night" to meet the teachers and receive an overview of the planned curriculum for the year. Two Parent-Teacher Conferences are held each year, one in the fall and one in the spring. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

Progress reports are issued to students during each trimester in Grades K-3. Academic progress for students in Grades 4-8 can be monitored through Power School, accessed using a family log-in.

All concerns regarding a child in a classroom situation must first be communicated to the individual teacher. If needed, a parent-teacher conference can be scheduled. After this meeting, a conference with the parent, teacher and Principal can be arranged.

Parents should not text or call students during school hours. All messages should be communicated through the school office.

Transfer of Students

Notice of withdrawal of a student shall be required by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and the parent to satisfy all payment obligations owed to the school prior to the withdrawal date

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e- mail addresses and/or phone numbers of emergency contacts. Children who have court-ordered restrictions regarding pick-up and admission to the building must have these documents submitted to the principal.

A parent/guardian has the right to view his/her child's (a) academic record, (b) academic standardized test results, (c) health records, and (d) emergency contact sheet. These records will be made available upon request. St. Elizabeth School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Telephone

Permission to use the telephone must be obtained from the teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies.
Arrangements for after-school visits with friends should be made at home.

Student Directory

A Student Directory listing students' and parents' names, addresses, telephone numbers, and e-mail addresses, will be available on the school website. Parent permission is required to have your information posted on the website.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents and related contact information.

Attendance

Absence

When a student is absent from school, a parent should call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Elizabeth students.

A written statement giving reasons for the absence **must** be brought to the student's teacher upon the student's return.

Students who arrive at school after 9:45 will be credited a half day attendance. Students who arrive to school after 11:45 may be marked as absent. If a student is sent home by the nurse due to medical issues the time the child leaves will be documented.

Students who are absent are expected to make up the missed assignments, quizzes or tests. Arrangements for missed work are to be made with the individual teachers. All missed work must be completed in a timely manner. Typically one day per day absent is provided for make-up work.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.
Missed assignments are the student's responsibility. Teachers are not required to give assignments in anticipation of a vacation. Homework will not be given over extended weekends unless they are assigned over an extended such as when projects are assigned.

PLEASE NOTE: A student's absence from school interferes with his/her academic progress.

High School Visitations

Students in the 7th and 8th grades will be allowed to visit 3 high schools each year during the school day. Written notification must be submitted in advance to the homeroom teacher. Missed assignments need to be made up promptly. Absence policy for homework applies to visitation days.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.
Whenever possible, appointments with doctors and dentists should not be made during school hours. Students must be present for 4 hours for the day to be counted.

Lateness Policy

Grades 3-8

- The school seeks your cooperation in the development of punctuality.
- A student is considered late if he/she arrives after 7:50. Gym doors will be closed and the student is to report to the school office for a latepass. The student will be excluded from morning assembly
- Three unexcused lates are permitted per trimester. On the 4th absence, detention will be assigned.

- For the first three unexcused lates, a note will be sent home to be signed by parents and returned to the teacher on the next school day. Any further unexcused lates will result in a note home, missed extracurricular activities on the day of the late, and will result in a detention. This policy applies to grades 3-8.
- All lates (excused and unexcused) are reflected on the Report Card.

Academic Information

Curriculum Objectives

St. Elizabeth School creates an educational environment that is first and foremost Catholic. We are very proud of our tradition of academic excellence and dedication to the service of others. It is our mission to educate the whole child using a three- dimensional approach, which incorporates nurturing the children's faith, promoting their academic success, and empowering them to contribute their talents for the greater good.

Instructional Program

The St. Elizabeth academic curriculum follows the guidelines mandated by the Archdiocese of Newark. Academic course curriculum offered by St. Elizabeth School includes the major subjects of Religion, English Language Arts, Math, Social Studies, and Science, which must be successfully completed by every student for promotion to the next grade. The curriculum also includes programs in Library, Art, Music, Physical Education, Spanish and Technology. Students with a passing average in the course curriculum for their grade level will be promoted to the next grade. Failure to meet these minimum requirements may mean retention in the grade or a summer school obligation. Inadequate academic performance might require withdrawal from the school. Parents will be notified no later than March 1st if retention is to be recommended.

Summer work is assigned for students entering Grades 1-8. This work may include assignments in Reading, Writing and Math. Assessment of summer work varies by grade level.

Religion Program

Religion forms the heart of our curriculum. Each grade level participates in a

daily religion lesson. It is not taught as a mere absorption of factual matters, but rather as a way of life and for this reason, God and spiritual values, permeate all other subjects, aiming to attain the three fold goal of all religious education, namely: proclamation of the message, the building of community, and commitment to service. Non-Catholic students must participate in the religion classes and the liturgical services scheduled for students during the school year.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Elizabeth School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Physical Education

The Physical Education is staffed by instructors from the Wyckoff YMCA. Physical Education contributes to health, strength, social living and the development of enduring interests and skills. It is an integral part of the elementary school curriculum.

All students must take physical education. Students may be excused by presenting a written note from the parent to the homeroom teacher which will be forwarded to the Health Office. A doctor's excuse is needed for students to be excused beyond one week. Following a doctor's excuse, a doctor's permission slip is required to resume physical education activities.

Students will be graded on the following:

1. Effort and attitude
2. Class participation
3. Cooperation

Students cannot participate in gym classes without proper attire.

Library/Media Center

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- 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 trimester report cards until their account is cleared.

After School Activities

St. Elizabeth offers a variety of after school activities. Several of these programs may require an additional expense. **Tardiness may affect the ability to participate in some After School Activities. Students who are suspended may not participate in afterschool activities during days of the suspension. This includes both in-school and out of school suspensions.**

Academic Enrichment

Students at St. Elizabeth School participate in many academic enrichment programs, some of which are coordinated by teachers or parent volunteers. For example, students are involved in scholastic competitions, as well as theatrical and musical performances. Throughout the year, the HSA provides our students with exposure to the humanities through various assemblies exploring the wonders of art, music, history, science, and literature. Our eighth graders hone their skills through oratorical contests and exposure to mock trial competitions.

Additional programs by outside instructors in music and art are also available to our students after school. These programs require registration and additional fees.

Spiritual Development

Spiritual Development is encouraged outside the curriculum with class Liturgies, Prayer Services, and prayer groups for the Grades 5-8. A Christian commitment to the larger community and an awareness of social justice issues is demonstrated through mission and other projects.

National Junior Honor Society

The Saint Elizabeth of Hungary Chapter of the National Junior Honor Society was established at St. Elizabeth School in 2014. Each fall, 7th and 8th grade students who have achieved a cumulative grade point average of 95.0 or higher are invited to apply for membership in the NJHS. More than just an honor roll, the NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Chapter membership not only recognizes students for their accomplishments, but challenges them to give further through active involvement in school activities and community service. Membership in NJHS requires adherence to the values of the programs. Violation of school policy and rules may result in removal from NJHS.

Sports Programs

St. Elizabeth School sponsors four competitive athletic programs: basketball, cheerleading, volleyball, and track. Prior to the beginning of the sports programs, parents and students must sign a contract to uphold the academic and behavioral requirements outlined by the school. This includes adherence to the Lateness and Suspension Policy.

Additional programs such as theater, golf, tennis, Pre-K soccer, and tumbling are also available seasonally to our students by outside instructors requiring registration and additional fees.

Student Council

The Student Council is an organization of elected students in grades 4-8 who serve as student representatives in all matters of concern to the entire school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school problems. The purposes of the student council, as they spread the St. E's "spirit" to the student body are as follows:

- develop attitudes of, and practice in, good citizenship
- promote harmonious relationships throughout the school
- improve student-teacher relationships
- provide a forum for student expression
- provide orderly direction of school activities
- promote the general welfare of our school

Violations of school policy may result in removal from Student Council.

Field Trips

- Field trips are designed to enrich the educational experience of the classroom.
- Field trip locations are chosen by the teacher.
- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to disciplinary issues.
- Class parents are always first choice as chaperones.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
- Parents of children with "life threatening" allergies or medical conditions, must accompany their child on field trips when the nurse is not available. Contact the Health Office for specific information.
- The number of chaperones is at the discretion of the homeroom teacher and varies by grade level.
- Parents may refuse permission for their child to participate in a field trip. Students who do not attend a field trip will remain at home and will be marked absent for the day.
- Monies collected for the field trip may be **non-refundable.**
- **Cell phones** are **not allowed** on field trips, by students, unless otherwise directed by the teacher.
- Class dues must be paid in order to attend a field trip.
- Any parent/guardian who wants to chaperone a trip MUST have completed Protecting God's Children.

Academic Assessments

Report Cards

Report Cards are given to students at the end of each trimester. The average trimester consists of twelve weeks. The calendar lists the dates for the end of each trimester. Parents are required to review report cards with their child, sign the report card envelope and return the envelope to school.

Grades at St. Elizabeth School are based on these three general components:

- Tests, Quizzes, and various authentic assessments
- Homework
- Class Participation

Third Trimester Comprehensive Final Exams are given to the 6th, 7th and 8th Grade students. These grades are reflected in the third trimester final average.

Progress Reports

Students in Grades K-3 receive Progress Reports mid-way through each trimester. Power School replaces Progress Reports in Grades 4-8.

Power School

Power School is a tool for parents of students in Grades 4-8 to monitor their child's academic progress. Grades are updated on a timely basis, depending on the type of assessment.

Homework

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich classwork, and to prepare for certain lessons through various experiences.

Homework may be assigned to students at the teacher's discretion. Students are encouraged to use weekend time to prepare for long term projects and study for tests. The suggested amount of time spent on homework each day varies by grade level and subject. If a concern arises, the teacher should be contacted.

It is the student's responsibility to record assigned homework each day. As a back-up, homework assignments (daily and long-term) and test schedules are posted in the grade specific calendar found on the web-site.

Honor Roll

Honor Roll begins in 4th grade and is determined by the following criteria:

Principal's List	97-100	(A+)
First Honors	92-96	(A)
Second Honors	88-91	(B+)

NOTE: There is no rounding of Power School GPA. C's, C+'s, I's, and U's in academic performance, and I's or U's under "Personal Development" deprive students of Honor Roll status.

Academic Awards

At graduation, General Excellence awards will be given to two well-rounded eighth graders. The following criteria will be considered for general excellence and second in merit:

- Academics
- Conduct
- Attitude
- Service to the School

General Excellence will be based on the above criteria for both the seventh and eighth grade academic years. Subject awards are also given for Math, Science and Social Studies. In addition, a non-academic award for school spirit is granted.

Testing Program

The program of standardized test used in Grades 2-8 is the Iowa Test. Eighth Grade entrance exams for parochial high school admission are conducted in early November at local high schools (COOP).
Grades 5 and 8 take the ACRE Test (Assessment of Catechesis Religious Education). Comprehensive third trimester examinations are administered in Grades 6, 7 and 8.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Elizabeth School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully. The teacher will contact the parent no later than March 1st if retention is being considered.

Failing grades in an academic area for students in grades 4-8 may result in a requirement for summer school or a program deemed acceptable by the administration for satisfy the requirement and achieve a passing grade. Eight grade students may not participate in graduation or related activities if failing a major subject for the year.

Academic, Disciplinary and Homework Reports

Progress Reports and/or conferences occur to monitor students' progress. A teacher may notify a parent/guardian at any time if there is an academic performance or behavior concern that warrants parental action. **A student whose academic performance indicates serious deficiencies may be placed on academic probation**. Academic probation and repetitive discipline infractions may impact a student's ability to participate in extra-curricular activities.

Discipline notices may be sent home as warranted by a student's behavior. Some notices may include additional consequences. Chronic disciplinary issues may result in removal from school.

Parents are notified of missing assignments via Homework Notices and/or an email. After the 4th missed assignment in a subject, an "I" will appear on the Report Card in that content area. Continued missing assignments may also result in detention and/or suspension for students in grades 3-8.

See the appendix for copies of the disciplinary and homework notices.

Saint Elizabeth Code of Honor and Discipline

Respect yourself……Respect others …Always treat them with kindness and love……Always be honest…..Always tell the truth……Work hard to develop good habits……Share your time and talents with others…….Share with those in need……Be a peacemaker……Welcome and include everyone……Think before you speak and act……Always ask, "What would Jesus do?"

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. 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, and concern for the environment.

Discipline

Students are required to adhere to school rules. Continued violations of rules may result in detention or suspension. Any physical aggression towards other students or staff may result in immediate suspension. Students who are

disrespectful to staff members will immediately be seen by the Principal for the appropriate consequence and parent notification. Students must report issues to their teacher in a timely manner.

HIB Harassment, Intimidation and Bullying

St. Elizabeth School adheres to NJ State Law regarding harassment, intimidation and bullying. Students will be disciplined for violations in regard to their age, number of violations and severity of the act.

Off-Campus Conduct

The Principal reserves the right to discipline a student for behavioral infractions of our Code of Conduct that occur while the student is representing our school during extra-curricular activities. Activities outside the school day that impact school life or have a negative impact on the learning environment may require discipline in school. This includes sporting events.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, fixture, building, or anyone's personal property, will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. Writing in textbooks is not permitted. The student will pay a fine for replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. Destroying school property is also cause for disciplinary action.

Cheating/Plagiarism

Cheating/Plagiarism of any type will not be tolerated. Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one's own. Students who choose to cheat or plagiarize will face a failing grade, detention, suspension, and an "I "on the report card.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form as written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who

monitors the detention, but typically are on Wednesday from 2:30-3:30.
Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Electronic Devices

The possession and use of electronic devices are prohibited during school hours. This includes cell phones, cameras, recording devices and apple watches which must be handed in during homeroom and are returned at the end of the day. Failure to adhere to this policy results in confiscation of the device and detention or suspension.
Parents must come to the school to retrieve the device. At dismissal, phones cannot be turned on until students have left the premises. An exception to this rule is at the end of an after-school activity when students need to contact parents for a ride.

School Harassment and Bullying

All elementary and secondary schools in the Archdiocese of Newark shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying.

Nothing in this policy shall be interpreted to prohibit or abridged in any way statement or expression our Catholic faith, or the exercise of our beliefs as Catholics, or interfere in any way with the tenets of our Catholic religion.

- Anti-bullying programs are conducted annually. This will be supported with school-wide messages on the issue and, when appropriate, a parent information evening.
- A faculty and staff meeting will be held annually to discuss bullying and review reporting and investigating procedures, prevention strategies, and disciplinary approaches.
- The faculty or staff member who receives a report of bully behavior shall make a written summary of the information and pass it on to the principal who will take appropriate action.
- The school administration shall investigate all reports of bullying. This may include interviews with students, parents, and staff members as well as a review of school records. The victim(s), accused student(s) and any witnesses may be interviewed separately to establish an accurate account of events.

- Whenever bullying has been reported, the principal or his/her designee shall give advice to the student(s) who have been bullied on how to deal with any repeated incidents of bullying that may happen.
- The principal or designee may arrange follow-up discussions with the student(s) at periodic intervals to find out if the bullying has stopped.
- Whenever incidents of bullying are reported, the school shall contact the parents of all of the students who are involved.
- Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.
- Factors determining consequences may include age and maturity levels of parties involved; degrees of harm; surrounding circumstances; nature and severity of behavior; past or continuing patterns of behavior; relationships between involved parties; and context in which incidents occurred.

Suspension

Students who are given an in-school suspension will be required to report to school each day. Under certain circumstances a substitute teacher, paid for by the suspended student's parents, will be required. Students who receive an out-of- school suspension will not be allowed at school during the time of their suspension. This includes afternoon and evening activities. Students must independently complete all class work and tests from the days of suspension, due upon day of return. All suspensions negatively impact Personal Development grades on Report Cards.

Expulsion

Expulsion is an extremely serious matter. Students who refuse to follow school policies as well as those who pose a threat to themselves or to others may be expelled from St. Elizabeth School.

In all disciplinary matters, the Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Legal Issues

Court Orders

If there is a court order specifying the rights and responsibilities of an individual parent, it is the responsibility of the custodial parent to immediately provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. See appendix for policy regarding the use, possession and distribution of controlled dangerous substances.

Lunch Program

Students in Kindergarten through grade 8 eat lunch in the cafeteria. Students may choose to bring their lunch each day. Students may not bring glass bottles, soft drinks or candy. Delivery of food to students should be limited by outside vendors as this places an additional burden on the school staff. A "purchased lunch program" through the HSA will be offered to students. Low fat milk, water, and healthy snacks will be available to purchase. Tables are designated for students with food allergies.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are expected at all times.

If a lunch has been left at home, a parent may drop it off **at the main office**. Students who do not have lunch will call parents to bring lunch. The nature of our lunch program does not allow for extra food to be available.

Students are encouraged to bring in a healthy morning snack.

Parties

School parties are allowed on a limited basis, but not for birthdays (Halloween, Christmas, Valentine's Day, and Year End).

Each teacher will meet their class-parents to discuss individual class parties. Children with special dietary restrictions or food allergies will be handled on an individual basis.
All food brought into the school for parties must be cleared through the Health Office before being brought to the classroom.

Birthday Observances

Students in Grades Pre-K-3/4 through Grade 8 may come to school dressed out- of- uniform on their birthday or on the day they celebrate their birthday. Ice cream/ice pops will be provided by the HSA to the entire student body each month, typically on the first full Monday, to celebrate all student birthdays celebrated during that month. No individual birthday treats will be permitted in school to celebrate student birthdays.
Invitations for birthday parties should be mailed to the homes of students unless an invitation is being given to every student in the entire grade.

Recess and Playground Regulations

The recess/lunch period is supervised by a teacher with the assistance of playground/cafeteria staff and volunteer parents. The "Protecting God's Children" workshop is mandatory for both volunteer and staff supervisors.

Lunch Duty

Parents are required to volunteer for Lunch Duty three times per child in grades K-8 during each school year. The schedule for volunteers is set up and maintained by the HSA. An "opt out" form is distributed once a year and allows parents to pay a fee to cover their requirement.

Recess Rules

- Children are not permitted to leave the school grounds during recess.
- Food or drink may not be taken outside the cafeteria.
- Rough play is not permitted (wrestling, karate, keep-away and tackle football etc.).

- Grades 5-8 may be permitted to play touch football at the homeroom teachers discretion.
- No one is to leave the recess area - the woods are off limits.
- Gum chewing is not allowed at any time on school property.
- There will be no ball playing of any kind during AM drop-off and PM pick- up time.
- Students in grades 5-8 are not permitted on the playground equipment.
- **The school playground is off-limits to any children other than teacher- supervised students of St. Elizabeth School from 8 am to 6 pm.**

Uniforms and Dress Code

School Uniforms

All students are expected to be in a clean, neat and complete uniform at all times. It is essential that all articles of clothing (including sneakers and gym wear) must be marked with the child's name. This will facilitate the prompt identification and return of lost items.

Warnings for non-compliance of any aspect of the school dress code will result in a discipline notice. Continued uniform infractions in a trimester may result in a detention.

Uniforms are purchased from
Flynn and O'Hara Uniforms
Emerson, New Jersey

School Uniform for Girls

REGULAR UNIFORM

- The following **regular uniform** is mandatory for girls from November 1st through return from Easter Break:

  Girls K-2
  - Plaid Jumper with white, long or short sleeve, Peter Pan collared blouse
  - An optional navy uniform cardigan or SES fleece may be worn over the jumper
  - Navy blue Mary Jane style shoe
  - Navy knee socks, tights or leggings

Girls Grades 3-8

- Long or short sleeve banded bottom navy or white school polo shirt
- Plaid kilt
- An optional navy uniform sweater, vest or SES fleece may be worn at any time with a banded bottom polo, but must be worn at all times if the shirt does not have a logo. The school logo must be showing at all times.
- Navy blue shoes.
- Navy knee socks, tights or leggings

SUMMER UNIFORM (Grades K-8)

- The following **summer uniform** is mandatory for girls in September/October and from returning from Easter Break through the end of the school year:
  - Short sleeve SES polo (navy or white) with banded bottom
  - Khaki skort
  - White sneakers
  - White crew socks

ADDITIONAL REGULATIONS/INFORMATION:

- Kilts, skirts or jumpers must be no more than 3 inches above the knee.
- No rolling of skirts.
- Fad hairstyles, hair pieces and unnatural hair colors are not allowed.
- Dangling or large hoop earrings are not allowed.
- Excessive jewelry, including bangle bracelets, is not allowed.
- Make-up is not allowed.
- Pale/neutral nail polish is allowed for 8th grade girls only.
- No handbags are permitted.
- The SES Fleece may be ordered throughout the year through Flynn and O'Hara or the "Spirit Wear" website.

School Uniform for Boys

REGULAR UNIFORM-Grades K-8

- The following **regular uniform** is mandatory for boys from November through return from Easter Break:
  - The navy or white school polo shirt (long or short sleeve)
  - An optional navy school sweater, vest or SES fleece may be worn at any time with a navy or white school polo, but must be worn at all times if the shirt does not have a logo
  - Khaki pants
  - Brown belt

- Brown leather shoe with safety sole
- Neon socks not allowed

SUMMER UNIFORM (Grades K-8)

The following **summer uniform** is mandatory for boys in September/October and beginning after Easter Break through June:

- Short sleeve SES polo (navy or white)
- Khaki shorts with belt
- White Sneakers
- White socks

ADDITIONAL REGULATIONS/INFORMATION:

- Shirts must be tucked in.
- No fad or long hairstyles (hair may must be above the collar. Unnatural hair colors are allowed.
- No earrings are allowed.
- Brown shoe.

Gym Uniform—Grades K-8

The gym uniform for both boys and girls consists of:

- The Saint Elizabeth School logo gym t-shirt (short or long sleeve)
- SES logo navy blue mesh shorts during summer uniform month and navy blue sweatpants, navy blue gym warm up pants or navy blue girl's rollover sweatpants during winter uniform months.
- White socks and any athletic sneaker with a mostly white sole may be worn.
- The official St. Elizabeth School sweat shirt, gym warm up jacket or fleece may be worn over the gym uniform.

Any student who does not have his/her gym uniform and/or sneakers will be considered unprepared and may not participate in gym class.

Uniform for Pre-K3 and Pre-K4

Boys and Girls—Summer and Winter

- Red School Polo shirt, long or short sleeve
- **Any khaki bottom:** Boys and Girls: Pants, shorts, Girls: skort, khaki jumper
- An optional navy school sweater, vest or fleece may be worn at any time

- Any socks and shoe/sneaker are allowed

Gym Uniforms

Gym uniforms are not required for the Pre-K programs. On gym days, students should wear rubber soled shoes or sneakers (sneakers are strongly preferred).
Girls are permitted to wear shorts on gym days.

Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

No Uniform Day Regulations

On specified No Uniform Days, such as Mission Days, holidays and birthdays, students may wear their own clothes.

Dress Code:

- Shorts (appropriate length, during summer uniform months only) or pants
- Skirts (appropriate length)
- Shirts (No shirts with inappropriate words or pictures)
- NO leggings or yoga pants
- NO tank or spaghetti strap shirts
- NO flip flops
- Gym classes must wear sneakers.
- No ripped jeans or tops.

Please note: if a student's birthday (or half-birthday) falls on a first Friday of the month when the school is attending mass, the student must wear their uniform to school that day. They may wear their regular clothes on another day decided upon after discussion with their teacher.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL

Transportation

Homeroom teachers should be advised in writing if a child is going home by a different means on any given day. Parents may also call Mrs. Palmieri during

the day to advise her of a change in transportation or pickup.

Bus Safety

Please stress the following safety rules to your child:

- Arrive at the bus stop on time.
- Remain seated with seat belts fastened at all times.
- Cooperate with the bus driver and do not distract him/her.
- Keep the aisles clear of lunch boxes, books and other objects.
- Keep head, arms and hands inside the windows.
- Remain seated until the driver gives the signal to get off.
- No food, drink, or gum is permitted on the bus.
- Do not throw any object out the window of the bus.
- Students may only ride on their designated bus.

Misbehavior on the bus will result in the child being suspended from bus privileges, receive detention or suspension.

Children riding on their own bus, but getting off at another scheduled stop must have a note from the parent in order to notify the teacher and bus driver of a change in plans. Bus regulations do not permit a driver to make any unscheduled stops.

If for any reason your child is not riding the bus home, the school must be informed in writing as how your child is getting home.

Car Pool Rules and Safety

Homeroom teachers should be advised in writing if a child is going home by a different means on any given day. Parents may also call Mrs. Palmieri during the day to advise her of a change in transportation or pickup.

Drop-off

- Morning drop-off for cars is in the rear of the building. Students will be met by teachers and the "God Squad" and parents are asked to stay in their cars.
- Pre-K3 and Pre-K4 parents park in the front parking lot and walk your child to the classroom doors.

Please adhere to the No Parking and Reserved Parking signs at all

times. They are there to protect all our children, teachers, parents, and visitors.

Dismissal

- Pick up for PK3-PK4 is 12 PM and 2:30PM at the Pre-K entrance door.
- Pick up in the afternoon for Grades K-8 is in the Rear Parking Lot only. Please park your car and walk to the classroom door where your family name is and your children will be dismissed to you.
- Children who are not picked up by 2:40 PM will be sent to After Care
- Please send a note in to your child's homeroom teacher if your child is going home with a friend.
- You must notify the school in writing if your child has permission to be dismissed as a "walker"
- The non-custodial parent will not be permitted to pick up the child from school during or at the end of the day unless there is a written authorization from the custodial parent.

Bicycle Safety

Children in Grades 6-8 are permitted to ride their bicycles to school but must adhere to the following:

- All students riding a bicycle to school must wear a helmet.
- Bicycles must be walked on school grounds.
- All bicycles must be locked.

Any student violating these rules may be told to leave his/her bicycle home indefinitely**.** No scooters, roller blades, or skate/sneakers are allowed at school.

Emergency Plans and Drills

Drills

State Law requires that one fire drill and one crisis drill be held monthly. During fire drills and crisis drills, students should follow these regulations:

1. Maintain silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in

silence
4. Return to building when signal is given

Crisis Plan

St. Elizabeth School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of certain emergencies, the building will be evacuated and students will be moved to a secure location (YMCA).

Weather Emergencies- Alert System

Emergency closings will be guided by the Wyckoff Board of Education's judgment regarding the closing of school. The Principal will notify parents via the Alert System and will monitor the list to be sure all parents have received the notification. In the event that school is to have a delayed opening or to be dismissed early due to inclement weather, there will be an electronic notification. If it is an early dismissal the student will be released to the parent or another designated adult.

Student Health and Safety

- St. Elizabeth School, under the direction of the Archdiocese of Newark, complies with all New Jersey State immunizations regulations. Exemptions are granted on an individual basis.
- Please see appendix for vaccination schedule.
- Scoliosis, hearing, vision, height, weight, and blood pressure screening will be administered to all students annually. Parents will be notified regarding any deficiencies. Periodic head lice screenings will also be conducted.
- Parents must call the health office to report a child's absence by 8:30 AM, and continue to call each day until the child returns to school. A physicians note is required if any restrictions for gym or playground activities are required due to illness or injury.
- A child with a fever of 100^0 or greater must be kept home from school until he/she is fever free for 24 hours, without Tylenol or Motrin.
- If your child has a "rapid strep test" taken, he/she may not return to school until the results of the 24-hour test have come back, regardless of the results of the rapid test. If your child has strep throat he/she may not return to school until the child is fever free and is on antibiotics for

a full 24 hours.

- NO MEDICATION, including all OTC medications, such as Tylenol, Motrin, etc., will be administered in school unless all of the following are met:
    1. A physician order identifying dosage, type and reason for medication
    2. A parent written authorization allowing medication to be administered by the nurse in school
    3. Medication must come to school in its original prescription bottle properly labeled.
- No students are permitted to self-medicate in school.
- Any child with a fever greater than 100^0 will be sent home. Any child that has vomited in school will be sent home. A parent or designated adult must come to school to pick up the student
- Please notify the nurse if your child has:
    1. Allergies, especially food allergies, that require medical attention
    2. Chronic medical conditions such as asthma
    3. Any emotional upsets that may impact your child's physical or emotional well being
    4. Any communicable disease (chickenpox, etc)
- Please notify the nurse with any medical changes that occur during the year.
- As with any medical emergency, 911 will be called when appropriate or clinically indicated.
- Please stress the importance of personal hygiene with your child. Cleanliness and grooming are an integral part of the educational process.

Counseling Services

Counseling Services are available through Catholic Charities. The role of the counselor is to help students and families make the best use of the educational resources and spiritual opportunities at St. Elizabeth School. By collaborating with the faculty and administration, Catholic Charities can assist in the development of each student's individual potential. Permissions slips will be sent home to all students to participate in services.

Please contact your child's teacher or the Principal for additional information.

Right to Amend

St. Elizabeth School reserves the right to amend this Handbook. Notice of

amendments will be sent to parents via the Thursday - Envelope.

APPENDIXES

POLICY REGARDING THE USE, POSSESSION AND DISTRIBUTION OF CONTROLLED DANGEROUS SUBSTANCES

Definitions:

Controlled Dangerous Substances defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroin, and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speed, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or *constructively, a controlled dangerous substance or drug paraphernalia:

a) On or off school property;
b) On the person;
c) In an accessory (including but not limited to purse, book bag, gym bag or knapsack);
d) In a locker or desk; and
e) In a privately or school-owned vehicle.

*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if s/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, or selling or dispensing a controlled substance

a) On or off school property;
b) With or without receiving payment;
c) To individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended

a) To receive payment;
b) To distribute the controlled dangerous substances to an individual enrolled or not enrolled in the school; and
c) To distribute the controlled dangerous substances on or off school property.

Policy:

1. A student shall be considered in violation of school property if s/he is observed
   a) To be under the influence,
   b) In possession,
   c) Engaged in distribution, or
   d) Have possession of a controlled dangerous substance.

Parental Request for Child Participation in a Field Trip

Dear Parent/Guardian
Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees of St. Elizabeth School. A brief description of the activity is as follows:
Description of What Will Take Place:

Event:_____

Destination:_____

Designated Supervisor of Activity:_____

Date and Time of Departure:_____

Date and Anticipated Time of Return_____

Method of Transportation:_____

Student Cost:_____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent/guardian, you remain fully responsible for any legal liability which may result from any personal action taken by your child.

****

I request that my child _____ participate in this event. I understand that this event will take place away from school grounds and that my child will be under supervision of the designated school employee or volunteer on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I understand and agree that in the event that my child should suffer injury of any sort while participating in the event described above, unless such injury is solely caused by their intentional conduct, I agree to release and hold harmless and not to pursue any claims against the school/school group sponsoring this activity, or any of its agents, servants, or employees, as a result of such injury.

_____
Print Parent's Name

_____ *Date*_____
Parent's Signature

Please return this form by _____

Internet Safety Policy for St. Elizabeth School
Adopted on September 1, 2012

In order to promote safe use of the Internet, St. Elizabeth School's Internet Safety Policy is intended to: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

St. Elizabeth School will use technology protection measures to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

St. Elizabeth School will promote the safety and security of users of our online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications to prevent inappropriate network usage. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

St. Elizabeth School staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of St. Elizabeth School's staff.

St. Elizabeth School staff will provide age-appropriate training for students who use our school's Internet facilities. The training provided will be designed to promote the St. Elizabeth School's commitment to:

A. The standards and acceptable use of Internet services as set forth in the St. Elizabeth School Internet Safety Policy
B. Student safety with regard to: (a) safety on the Internet (b) appropriate behavior while on online, on social networking Web sites, and in chat rooms; and (c) cyber bullying awareness and response
C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET INSIDE AND OUTSIDE OF SCHOOL

STUDENTS

The use of computer services at St. Elizabeth School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include but are not limited to: use of personal and school computers and peripherals, the Internet, and/or e-mail and all associated software. Students should realize that

these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

St. Elizabeth School holds specific expectations for students at each grade level regarding their use of computers before, during and after school in the computer lab, library or classroom. The following Rules of Conduct apply to information services. Students:

*May use only their password.
*May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper permission.
*May not unlawfully copy software or information.
*May not use illegal software.
*Must cite properly all information that is acquired from electronic sources and used in their assignments.
*Are held responsible for all activity conducted on his/her account or under his/her password.
*May not run non-instructional computer games on any school owned computer, server or network system.
*May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/administrator.
*May not access personal e-mail accounts or use school equipment for personal electronic communication.
*Are expected to abide by generally accepted rules of Internet network etiquette, as well as school decorum. These include common courtesy, politeness, Catholic morals and the avoidance of inappropriate language.
*May not visit any site not authorized by the teacher- including all social media sites.
*May not instant message or text message inappropriately outside of school and may not EVER instant message or text message in school.
* May not post private or personal information about or photographs of another student, teacher or staff member on the Internet, including without limitation, all social media networking sites (i.e. Facebook, Instagram, Snapchat, YouTube, etc.) or via cell phone.
*May not post *any* picture or image of or about St. Elizabeth School on the Internet or via cell phone.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET INSIDE AND OUTSIDE OF SCHOOL (cont'd).

Cell Phones: Student Cell Phone Use is prohibited. Cell phones, iPods, cameras or other telecommunication devices may not be used during school, including before and after school hours. Cell phones and other devices must be turned into the School Office each morning before school begins and will be returned to the students at dismissal**. Student use of a cell phone (and other devices) after school hours on school premises is prohibited unless expressly permitted by the Principal.** If a student is found using a cell phone, iPod, camera or other telecommunication device during school hours, the device will be confiscated and the student's parent must come to the school to retrieve the device. If a student is found taking pictures or recording videos of the school, students and/or teachers, with the intent of posting them on social media, the device will be confiscated and turned over to the Wyckoff Police Department for investigation. The student will be suspended or expelled from Saint Elizabeth School immediately.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET INSIDE AND OUTSIDE OF SCHOOL FOR PARENTS AND GUARDIANS

Parents and/or guardians of students at St. Elizabeth School are expected to support their child's adherence to the above-stated guidelines.

In addition, parents are expected to respect the privacy of the St. Elizabeth School community and to help foster a safe and loving environment for all students. Therefore, in conjunction with the attached Photo Release, parents may NOT share photos or videos of ANY STUDENT *(other than their own child)* on any Social Media Networking Site (i.e., Facebook, Instagram, Snapchat, YouTube, etc.) if the photos/videos are taken at ANY St. Elizabeth School event including but not limited to: Open Houses, in-class presentations, class parties, field trips, interscholastic sporting events, Fun Fridays, Field Day, Graduation ceremonies, school day Masses and Prayer Services. Parents have sole control over pictures of their own children and may post these pictures as long as *no other students* appear in the picture. Because photos that are posted on any social media become public property and may be use by anyone for any purpose, Saint Elizabeth School *strongly discourages* parents from posting ANY pictures of their children on social media.

In rare instances, special permission may be granted to share or publish a photo upon the EXPRESS AUTHORIZATION of the St. Elizabeth School Administration.

Every student and parent/guardian acknowledges and agrees to the above terms of the Saint Elizabeth School Acceptable Use Policy for Technology. This Acceptable Use Policy embodies responsible technology use by the students and parents both on and off school premises. It is further acknowledged and agreed that St. Elizabeth School may monitor students' computer use to determine if, in its sole discretion, such use negatively affects the safety, well-being, atmosphere or culture of the school community. Failure to comply with these standards or acceptable use of St. Elizabeth School's technology will result, in the very least, in suspension or withdrawal of technology privileges, and may result in the suspension or expulsion from school.

I recognize that it is impossible for St. Elizabeth School to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

Acknowledgment of Acceptable Use Agreement

I_____, (print name) in grade_____, have read and understand the Acceptable Use Agreement for Technology of St. Elizabeth School and agree to abide by its terms and conditions.

Student Signature:_____Date: _____

Parents Name (Print): _____

Parent Signature:_____Date:_____

Parent Signature:_____Date:_____

Saint Elizabeth School
Photo/Identifier Consent Form For Internet, Print and Social Media

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the Saint Elizabeth School website, print and social media sites.

Internet
As you are aware, there are potential dangers associated with the posting of personally identifiable information on a school or district website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, since the Archdiocese of Newark and Saint Elizabeth School want us to celebrate your child and market Catholic education, the law requires that we ask for your permission to use information about your child using our website and Social Media.

In addition to the above stated limitations to protecting you and your child's privacy on any school/archdiocese controlled website, there are additional concerns when the mode of communication is social media. With regard to Facebook, once an image/identifier of your child is posted, it is no longer owned or controlled by Saint Elizabeth School. The image/identifier/information has irretrievably been published to the general public. The image/identifier can and may be used by anyone for any purpose once it has been posted on Facebook. While your authorization may be rescinded at any time (see below) you must know that the removal of your child's personally identifiable information from the school's Facebook page does NOT remove the information from Facebook itself. You are advised to review the Facebook Data Policy and Statement of Rights before signing or not signing this form.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of Saint Elizabeth School and such rescission will take effect upon receipt by the school.

Please read the following choices carefully. Once you have selected what personally identifiable information may be disclosed by the school (if any) please indicate whether you consent to disclosure on the school website or school social media accounts or both.

Please note that the information posted on Saint Elizabeth School Internet and/or Social Media sites may also be shared by the Archdiocese of Newark Internet and/or Social Media sites.

Saint Elizabeth School
Photo/Identifier Consent Form For Internet, Print and Social Media
For school year 2018-2019

Check one of the following choices:
____I/We do GRANT permission for a photo/image or first name of this student to be published on Saint Elizabeth School Social Media accounts. (Including but not limited to school website, Facebook and Twitter). I realize the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Elizabeth School. Also the photographs may be used around the school building and in classrooms.

____I/We do NOT GRANT permission for a photo/image or name of this student to be published on Saint Elizabeth School Social Media accounts. (Including but not limited to school website, Facebook and Twitter). I realize the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Elizabeth School. Also the photographs may not be used around the school building and in classrooms.

Student/s Name: (please print)

_____Student's Grade: _____

_____Student's Grade: _____

_____Student's Grade: _____

_____Student's Grade: _____

_____Student's Grade: _____

Print name of Parent/Guardian: (print)

_____

Signature of Parent/Guardian: (sign)

_____

After Care Registration
Form St. Elizabeth School

Week of _____

My Child(ren): _____

Will attend After Care on:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____

Notes:

_____

_____

_____

Parent Name: _____Signature: _____

After Care Registration
Form St. Elizabeth School

Week of _____

My Child(ren): _____

Will attend After Care on:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____

Notes:

_____

_____

_____

Parent Name: _____Signature: _____

AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL

(TO BE KEPT CONFIDENTIAL UPON COMPLETION)

NAME OF *STUDENT:*_____*GRADE:*_____

DIAGNOSIS/ILLNESS: _____

*MEDICATION:*_____

*DOSAGE:*_____*FREQUENCY:*_____

SPECIAL DIRECTIONS: _____

*POSSIBLE SIDE EFFECTS:*_____

****

I certify that the above information regarding this student is correct, and that administration of the medication to this student is necessary...

_____ _____

(Signature of Prescribing Physician) Date

_____ _____

(Address) (Phone)

****

I/We authorize the school nurse to administer the above medication as indicated. I/We understand and agree that the school and the school nurse shall not be liable for any injury to the student resulting from the administration of the medication as authorized by my signature below.

_____

(Signature of Parent/Guardian)

_____

(Signature of Parent/Guardian)

_____

(Date)

DEPARTMENT OF HEALTH AND HUMAN SERVICES • CENTERS FOR DISEASE CONTROL AND PREVENTION

Recommended Childhood and Adolescent Immunization Schedule UNITED STATES • 2006

Vaccine ▼ Age ▶	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4–6 years	11–12 years	13–14 years	15 years	16–18 years
Hepatitis B[1]	HepB	HepB		*HepB*[1]	HepB				HepB Series					
Diphtheria, Tetanus, Pertussis[2]			DTaP	DTaP	DTaP		DTaP			DTaP	Tdap	Tdap		
Haemophilus influenzae type b[3]			Hib	Hib	*Hib*[3]	Hib								
Inactivated Poliovirus			IPV	IPV	IPV					IPV				
Measles, Mumps, Rubella[4]						MMR				MMR	MMR			
Varicella[5]						Varicella			Varicella					
Meningococcal[6]							Vaccines within broken line are for selected populations		MPSV4		MCV4		MCV4	MCV4
Pneumococcal[7]			PCV	PCV	PCV	PCV			PCV		PPV			
Influenza[8]					Influenza (Yearly)						Influenza (Yearly)			
Hepatitis A[9]									HepA Series					

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines, as of December 1, 2005, for children through age 18 years. Any dose not administered at the recommended age should be administered at any subsequent visit when indicated and feasible. ▒ Indicates age groups that warrant special effort to administer those vaccines not previously administered. Additional vaccines may be licensed and recommended during the year. Licensed combination vaccines may be used whenever any components of the combination are indicated and other components of the vaccine are not contraindicated and if approved by the Food and Drug Administration for that dose of the series. Providers should consult the respective ACIP statement for detailed recommendations. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form is available at **www.vaers.hhs.gov** or by telephone, **800-822-7967.**

Range of recommended ages Catch-up immunization 11–12 year old assessment

1. **Hepatitis B vaccine (HepB).** ***AT BIRTH:*** **All newborns** should receive monovalent HepB soon after birth and before hospital discharge. **Infants born to mothers who are HBsAg-positive** should receive HepB and 0.5 mL of hepatitis B immune globulin (HBIG) within 12 hours of birth. **Infants born to mothers whose HBsAg status is unknown** should receive HepB within 12 hours of birth. The mother should have blood drawn as soon as possible to determine her HBsAg status; if HBsAg-positive, the infant should receive HBIG as soon as possible (no later than age 1 week). **For infants born to HBsAg-negative mothers**, the birth dose can be delayed in rare circumstances but only if a physician's order to withhold the vaccine and a copy of the mother's original HBsAg-negative laboratory report are documented in the infant's medical record. ***FOLLOWING THE BIRTHDOSE:*** The HepB series should be completed with either monovalent HepB or a combination vaccine containing HepB. The second dose should be administered at age 1–2 months. The final dose should be administered at age ≥24 weeks. It is permissible to administer 4 doses of HepB (e.g., when combination vaccines are given after the birth dose); however, if monovalent HepB is used, a dose at age 4 months is not needed. **Infants born to HBsAg-positive mothers** should be tested for HBsAg and antibody to HBsAg after completion of the HepB series, at age 9–18 months (generally at the next well-child visit after completion of the vaccine series).
2. **Diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP).** The fourth dose of DTaP may be administered as early as age 12 months, provided 6 months have elapsed since the third dose and the child is unlikely to return at age 15–18 months. The final dose in the series should be given at age ≥4 years.
   Tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap – adolescent preparation) is recommended at age 11–12 years for those who have completed the recommended childhood DTP/DTaP vaccination series and have not received a Td booster dose. Adolescents 13–18 years who missed the 11–12-year Td/Tdap booster dose should also receive a single dose of Tdap if they have completed the recommended childhood DTP/DTaP vaccination series. Subsequent **tetanus and diphtheria toxoids (Td)** are recommended every 10 years.
3. ***Haemophilus influenzae* type b conjugate vaccine (Hib).** Three Hib conjugate vaccines are licensed for infant use. If PRP-OMP (PedvaxHIB® or ComVax® [Merck]) is administered at ages 2 and 4 months, a dose at age 6 months is not required. DTaP/Hib combination products should not be used for primary immunization in infants at ages 2, 4 or 6 months but can be used as boosters after any Hib vaccine. The final dose in the series should be administered at age ≥12 months.
4. **Measles, mumps, and rubella vaccine (MMR).** The second dose of MMR is recommended routinely at age 4–6 years but may be administered during any visit, provided at least 4 weeks have elapsed since the first dose and both doses are administered beginning at or after age 12 months. Those who have not previously received the second dose should complete the schedule by age 11–12 years.
5. **Varicella vaccine.** Varicella vaccine is recommended at any visit at or after age 12 months for susceptible children (i.e., those who lack a reliable history of chickenpox). Susceptible persons aged ≥13 years should receive 2 doses administered at least 4 weeks apart.
6. **Meningococcal vaccine (MCV4).** Meningococcal conjugate vaccine (MCV4) should be given to all children at the 11–12 year old visit as well as to unvaccinated adolescents at high school entry (15 years of age). Other adolescents who wish to decrease their risk for meningococcal disease may also be vaccinated. All college freshmen living in dormitories should also be vaccinated, preferably with MCV4, although **meningococcal polysaccharide vaccine (MPSV4)** is an acceptable alternative. Vaccination against invasive meningococcal disease is recommended for children and adolescents aged ≥2 years with terminal complement deficiencies or anatomic or functional asplenia and certain other high risk groups (see *MMWR* 2005;54 [RR-7]:1-21); use MPSV4 for children aged 2–10 years and MCV4 for older children, although MPSV4 is an acceptable alternative.
7. **Pneumococcal vaccine.** The heptavalent **pneumococcal conjugate vaccine (PCV)** is recommended for all children aged 2–23 months and for certain children aged 24–59 months. The final dose in the series should be given at age ≥12 months. **Pneumococcal polysaccharide vaccine (PPV)** is recommended in addition to PCV for certain high-risk groups. See *MMWR* 2000; 49(RR-9):1-35.
8. **Influenza vaccine.** Influenza vaccine is recommended annually for children aged ≥6 months with certain risk factors (including, but not limited to, asthma, cardiac disease, sickle cell disease, human immunodeficiency virus [HIV], diabetes, and conditions that can compromise respiratory function or handling of respiratory secretions or that can increase the risk for aspiration), healthcare workers, and other persons (including household members) in close contact with persons in groups at high risk (see *MMWR* 2005;54[RR-8]:1-55). In addition, healthy children aged 6–23 months and close contacts of healthy children aged 0–5 months are recommended to receive influenza vaccine because children in this age group are at substantially increased risk for influenza-related hospitalizations. For healthy persons aged 5–49 years, the intranasally administered, live, attenuated influenza vaccine (LAIV) is an acceptable alternative to the intramuscular trivalent inactivated influenza vaccine (TIV). See *MMWR* 2005;54(RR-8):1-55. Children receiving TIV should be administered a dosage appropriate for their age (0.25 mL if aged 6–35 months or 0.5 mL if aged ≥3 years). Children aged ≤8 years who are receiving influenza vaccine for the first time should receive 2 doses (separated by at least 4 weeks for TIV and at least 6 weeks for LAIV).
9. **Hepatitis A vaccine (HepA).** HepA is recommended for all children at 1 year of age (i.e., 12–23 months). The 2 doses in the series should be administered at least 6 months apart. States, counties, and communities with existing HepA vaccination programs for children 2–18 years of age are encouraged to maintain these programs. In these areas, new efforts focused on routine vaccination of 1-year-old children should enhance, not replace, ongoing programs directed at a broader population of children. HepA is also recommended for certain high risk groups (see *MMWR* 1999; 48[RR-12]1-37).

The Childhood and Adolescent Immunization Schedule is approved by:
Advisory Committee on Immunization Practices www.cdc.gov/nip/acip • American Academy of Pediatrics www.aap.org • American Academy of Family Physicians www.aafp.org

DISCIPLINARY REPORT FOR GRADES 4-8

The purpose of this notice is to inform you of an incident involving your child.
******Some of these infractions may result in an immediate detention.******

STUDENT_____ **DATE**_____

REASON(S) FOR THIS NOTICE

_____Disregarding Teacher's Authority _____Disruptive/Uncooperative Behavior

_____Destruction of School Property _____Fighting/Pushing/Tripping

_____Excessive Talking/Loudness _____Running In Hall

_____Rude/Discourteous _____Violation of Playground Safety Rules

_____Violation of Cell Phone Policy _____Violation of Parking Lot Safety Rules

_____Violation of Cafeteria Rules _____Unacceptable Language

*****4 DISCIPLINARY INFRACTIONS IN A TRIMESTER MAY RESULT IN A DETENTION AND AN "I" ON THE REPORT CARD*****

COMMENTS:_____SLIP IN THE_____TRIMESTER

*****CONTINUED UNIFORM INFRACTIONS IN A TRIMESTER MAY RESULT IN A DETENTION*****

_____1ST INFRACTION_____2ND INFRACTION_____3RD INFRACTION_____4TH INFRACTION

*****4 LATES IN A TRIMESTER MAY RESULT IN A DENTENTION*****
PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IS PROHIBITED ON THE DAY OF A FOURTH OR SUBSEQUENT LATE.

_____FIRST LATE_____SECOND LATE_____THIRD LATE_____FOURTH LATE

TEACHER SIGNATURE **PARENT: PLEASE SIGN AND RETURN BY** _____

_____ _____

DENTENTION NOTICE

Your child,_____, will have detention on

_____, from 2:30-3:30pm.

Reason for Detention:

_____

_____

_____

_____

_____

_____

_____ _____

Teacher Date

Please sign and return by _____

_____ _____

Parent/Guardian Date

HOMEWORK NOTICE

The purpose of this notice is to inform you of the student's missing and/or incomplete homework assignment.

STUDENT_____DATE_____

SUBJECT_____

ASSIGNMENT:_____

ASSIGNED:_____ DUE:_____

ASSIGNMENT STATUS:

_____MISSING _____UNACCEPTABLE APPEARANCE

_____INCOMPLETE _____MISSING CLASS MATERIALS

_____INCORRECT _____OTHER

TEACHER COMMENTS:

This is the_____homework notice in the_____trimester.

******Four homework notices in the same subject in a trimester results in an "I" on the report card and detention.******

TEACHER SIGNATURE: PARENT: SIGN AND RETURN BY _____

_____ _____

After Care 2018-2019

AfterCare is available for students in grades PK3 – Grade 8.
The schedule is as follows:

- Monday – Friday: 2:30 – 2:40
  - Check in at Kindergarten room
- Monday – Thursday: 2:40-3:30
  - Grades PK3- Grade 2 – snack and play time in Kindergarten room
  - Grades 3 – 8 go to Homework room. (Grade 3 will begin in October))
  - Grade 3 remains in homework room until 3:00 or when homework is completed.
  - Grades 4-8 remain in homework room until 3:30.
  - This gives the students the opportunity to complete their homework with a teacher to answer questions of necessary.
- Monday – Thursday: 3:30 – 6:00
  - Students either play outside on playground or inside depending on weather.
- Friday 2:30-6
  - There is no homework room on Fridays.
  - Students either play outside on playground or inside depending on weather.
- AfterCare begins Thursday, September 6th .
  - Days AfterCare is not in session is posted on the school calendar on the website

AfterCare is billed on or about the 15th of the month for the previous month through FACTS. So on or about October 15th you will receive your bill for September.

After Care payment schedule is as follows:

Full Day of School:

	Pick up times			
	2:30-3:30	3:30-4:30	4:30-5:30	5:30-6:00
1 Child	$10.00	$19.00	$27.00	$32.00
2 Children	$14.00	$27.00	$39.00	$47.00
3+ Children	$17.00	$33.00	$48.00	$60.00

Minimum Day:

	Pick up times					
	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:30	5:30-6:00
1 Child	$10.00	$19.00	$27.00	$36.00	$45.00	$50.00
2 Children	$14.00	$27.00	$39.00	$47.00	$63.00	$70.00
3+ Children	$17.00	$33.00	$48.00	$60.00	$72.00	$85.00

For our families who use AfterCare EVERYDAY!!!

This means 5 days a week every week. We are offering a pre-pay discount if you sign up for 5 days of

AfterCare with a set pick up time!!! You will be billed through FACTS on the First Friday of every month for the CURRENT MONTH of AfterCare. There are no refunds for missed days and you will be charged if you pick up after your pre-set pick-up time. You will receive a **20% discount.**
IF you want to enroll in the Pre-Pay option please contact Mrs. DeWitte at edewitte@sainte-school.org. This MUST be set up prior to September 15th in order to qualify for the pre-pay option! At set up you will be given the amounts you will be billed per month for the entire school year! They will then be automatically billed. You may make changes to your monthly agreement by the 15th for reflection in the next billing cycle.

After Care Registration
Form St. Elizabeth School

Week of _____

My Child(ren): _____

Will attend After Care on:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____

Notes:

_____

_____

Parent Name: _____Signature: _____

After Care Registration
Form St. Elizabeth School

Week of _____

My Child(ren): _____

Will attend After Care on:

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____

Notes:

_____

_____

Parent Name: _____Signature: _____

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for St. Elizabeth School. I have read the Handbook. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I agree that we will abide by its provisions and content. I understand and agree that the administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

_____	_____
Parent signature	Date
_____	_____
Parent signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date
_____	_____
Student signature	Date

Welcome to Preschool

Saint Elizabeth School

St. Elizabeth School

Welcome to St. Elizabeth's Preschool. This handbook is issued in order to familiarize parents with the general policies and practices for our preschool program.

I. <u>Admission</u>: Children entering the 3 year old program must be 3 years of age by Oct.1 and independent in their toileting.

Children entering the 4 year old program must be 4 years of age by Oct. 1 and independent in their toileting.

II. <u>Program Options</u>: Three day program

Five day program

Hours: Full Day: 7:45-2:30

8:30-2:30

Half Day: 7:45-12:00

8:30-12:00

Aftercare care: 2:30-6:00 (additional fee)

Students may add a lunch, half day session, or full day session as needed. (additional fee)

III. <u>Health Records</u>: Prior to entering school, your child is required by law to submit a completed health record which includes a physical examination and an immunization record signed by a physician or health care provider. This information will remain on file with the school nurse.

<u>Accidents and Illness</u>: The school will make every effort to inform parents of any accidents or illness occurring at school that may need care or observation at home.

<u>Mild Illness</u>: Mildly ill (colds, etc.) children may attend school if the parent and staff agree that the child feels well enough, has no fever without medication and is free of continuous nasal discharge and/or coughing. However, as preschool is a very active day, parents should be sure the child can fully participate in classroom activities.

If children exhibit cold symptoms which appear infectious, they will not be allowed to remain in school (fever is not the only indicator of

infection). Examples: continuous cough, green or yellow discharge from the nose). Parents will be called to pick up their child immediately.

<u>Illness at School</u>: For the child who becomes ill at school involving:

a. **Diarrhea**
b. **Fever of 100 or greater**
c. **Vomiting**
d. **Signs of contagious illness(pink eye, rash, red throat)**
e. **Ear pain**

The parent will be contacted to pick up their child from school immediately. Student should not return to school until they are symptom free for 24 hours.

<u>Medication</u>: If it becomes necessary for a student to take any form of medication at school, a signed note from a licensed physician must be presented to the nurse. All medication will be kept in and dispensed through the nurse's office. A doctor's note must accompany both prescription and over the counter medication. This information must be presented to the nurse.

<u>Allergies</u>: Parents are asked to complete an information sheet which includes information on allergies. This includes information on food allergies as well as environmental ones. An Epipen and or a Benadryl physician's order for an allergic reaction at school may be required by the school nurse to be kept in the Health office in the event of an emergency.

IV. <u>Classroom procedures</u>:

<u>Absence</u>: When your child is absent, please call the school at 201-891-1481. Email the teacher as well indicating the reason your child is not attending school.

<u>Arrival and Dismissal</u>: All students must be walked to the door located at the side of the classroom. The door remains locked at all times and will be opened by the teacher during arrival and dismissal. If you are arriving after 8:45, students must report to the main office.

If you need to pick up your child prior to dismissal time, you must go to the main office. If a parent wishes to have their child released to someone else, the teacher must receive a note from the parent stating who the child will be going home with and that person must present proper identification at dismissal time.

Contact information: Since the program is a full day, teachers are not available for phone conversations or emails during the school day. Teachers check their emails in the morning before school starts and at the end of the day. Messages may be left with the main office during the school day and phone calls will be returned within 24 hours. Email addresses are the first initial of the teacher's first name, last name @sainte-school.org.

Personal Belongings: Please supply the following items for your child. Be sure they are labeled.

1. **A complete change of clothing in a gallon zip lock bag to be used in the event of an accident or spill. This must include socks and underwear.**
2. **Two pocket folder which will serve as parent/teacher communication.**
3. **Full time students: Crib sheet to be used for rest time.**

Snack: Students are asked to bring a healthy mid-morning snack and drink each day. Please supply the utensils they may need.

Lunch: Full time students may choose to bring their lunch each day. Students may not bring glass bottles, soft drinks, or candy.

Optional lunch program is available for purchase on a trimester basis and includes a healthy snack. Lunches are subject to change and are not served on minimum days.
Information and ordering are available on the school web site under the brown envelope tab.
Snack cards may be purchased for $6 from the main office. Each day the snack cart comes to the classroom during lunch and students with a snack card may choose a healthy snack.
Milk may also be purchased to be distributed during lunch. White or chocolate milk is available. See the brown envelope for details.

Schedule-Daily Routine: includes, but not limited to:

1. **Circle- whole group learning**
2. **Gross motor activity**
3. **Snack**
4. **Small group instruction**
5. **Art**
6. **Music**
7. **Story**
8. **Centers**

Celebrations: Birthdays are a special day for our students. Students may come to school dressed out of uniform on their birthday or on the day they celebrate their birthday. Ice cream will be provided by the HSA to the entire school during the first week of the month during snack time to celebrate all student birthdays during that month. No birthday treats are permitted in school. Students may also have a guest reader (parent, grandparent, or sibling) come to class to share a favorite book with their class. Please see the individual teacher to schedule this event.

Holidays provide an opportunity for children to learn about various traditions. Therefore, they are integrated into the curriculum. Each teacher will meet with their class mothers to discuss individual class parties. Children with special dietary restrictions or food allergies will be handled on an individual basis.

Communication between Home and School: In order to facilitate communication between home and school, a variety of methods are used. Parents are requested to attend Back to School night in September to learn about the curriculum and two parent/teacher conferences are scheduled during the year: one in October and one in April to discuss individual children.

Progress reports are distributed on a trimester basis: first trimester in December, second in March and third in June. Preschool follows the k-8 report card schedule.

Weekly newsletters and class web site include all pertinent information for each class. Both are updated each Monday.

The school web site brown envelope tab is updated every Thursday afternoon and includes all the activities and events happening in the school.

Toileting: A toilet and sink are provided in each classroom. Children are

encouraged to follow the three step plan: use, flush, and wash.

<u>Discipline</u>- Conflict Resolution: Students are encouraged to discuss problems and resolve conflict using "their words." Working cooperatively with others is a skill that must be experimented with and learned. Adults intervene in problem solving only to provide words or guidance for children working through a difficult situation. Mutual respect, unconditional love, and consistency are the foundation to the approach implemented by teachers. At times where verbal reminders are not effective and students are losing self-control, they may be asked to sit down quietly until they are ready to try again. At this point, the situation is discussed and the children are involved in the problem solving. The teachers will always be positive, supportive, and consistent in helping the children deal with conflicts and feelings surrounding them.

Self-discipline is the goal with children. Children are never "bad"; however, the behavior may be unacceptable and thus needs to be changed. Limit setting will be clear and consistent.

<u>Uniforms</u>: All students are required to wear the preschool uniform.

Girls: Summer- short sleeve red polo with logo, solid pull on khaki bottoms

Winter- long or short sleeve red polo with logo, solid khaki bottoms, knee high socks/tights, v style cardigan sweater

Boys: Summer- short sleeve red polo shirt with logo, pull on shorts, crew socks

Winter- long or short sleeve red polo shirt with logo, pull on khaki pants, socks, V style cardigan sweater.

All students are required to wear sneakers to school every day.

Please sign below and return the tear off to school on the first day indicating that you have read this handbook.

----------I/We have read the policies of the St. Elizabeth's Early Childhood program.

Print your name_____

Signature_____

Date_____