

**St. Elizabeth Catholic School**  
**Mission Statement**  
**PARENT~STUDENT HANDBOOK**

*The mission of St. Elizabeth Catholic School is to provide the highest quality spiritual formation in an environment that is rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church. Toward this end, the administration, faculty, staff, and parents endeavor to live and learn in a community of faith where each individual is recognized, respected, and encouraged to grow. We strive for academic excellence through the creation of a strong curriculum. St. Elizabeth School is committed to the creation of a faith community educated to achieve academic success and to reach out to all people in faith and compassion to bring the message of Jesus Christ.*

**Belief Statements**

We believe that:

- *Children are our community's most valuable asset.*
- *Every individual has inherent worth.*
- *Effective education develops the whole person — spiritually, intellectually, emotionally, socially and physically.*
- *Understanding and appreciation of diversity are critical to world peace and harmony.*
- *Children learn at different rates and in different ways.*
- *Life-long learning is essential for success in a changing society.*
- *Education is the shared responsibility of the school, the governing authority, student, family, government and community.*
- *A core of common values and ethical conduct is fundamental to sustaining our society.*
- *Self-esteem is directly related to success.*
- *Risk-taking and a willingness to change are necessary for continuous improvement.*
- *The transmission of faith and cultural values is a primary responsibility of education.*
- *All children have a right to safety, love and learning.*
- *Healthy organizations purposefully provide for self-renewal.*

Upon completion of reading/reviewing the St. Elizabeth School Handbook, all parents/guardians must sign the Archdiocese of Washington's *Handbook Acknowledgment Form*.

## **ACADEMIC ACCOMMODATIONS (See also, STUDENT SUPPORT)**

Very few decisions the administration makes about children are more important than recommendations to promote or to retain a child. When a school accepts a child, that school accepts the responsibility for providing appropriate instruction to help the child achieve the prescribed goals. Most children will be able to follow the school's regular program of sequential learning objectives. If the child successfully achieves the program's objectives, the child progresses to the next level.

Testing, diagnosis, and actual performance; however, may indicate that some children cannot follow the school's complete course of study. The principal, vice-principal, and school faculty will develop for each of these children a special program based on the school's regular program, which follows the guidelines set forth by the Archdiocese of Washington. In order for these modifications/accommodations to occur, the child must receive formal psych-educational testing by an outside professional. Modifications/accommodations cannot be made unless a child has received formal testing from a certified professional.

Once the modified program has been established, a copy will be retained in the child's file. Conferences will be held with the parents or guardians periodically to inform them of the specific demands of this program and on-going progress or lack thereof.

## **ACADEMIC HONOR ROLL, PRINCIPAL'S LIST, AND ATTENDANCE AWARD**

The *Academic Honor Roll* is strictly academic in nature. A child in grades four through eight who has earned A's or B's in all academic subject areas is entitled to placement on the *Academic Honor Roll*.

A child in grades four through eight who has earned A's in all academic subject areas is entitled to placement on the *Principal's List*.

## **ACADEMIC PROGRAM/CURRICULUM (See STANDARDS)**

### **ACCREDITATION**

St. Elizabeth Catholic School is accredited through the State of Maryland, the Middle States Association of Colleges and School Advanced.

### **ADMINISTRATIVE TEAM**

The Administrative Team works in consultation with the principal and vice-principal as representatives to the teachers and members of the staff. The Administrative Team consists of the principal, vice-principal, the school counselor, and four department chairpersons representing the primary grades (preschool – grade 2), intermediate grades (3 – 5), junior high school grades (6 – 8), special academic subjects (physical education, music education, art education, technology education, and library science), and the Director of Resource.

### **ADVISORY BOARD (THE SCHOOL)**

The purpose of the St. Elizabeth School Advisory Board is to provide counsel and assistance to the pastor of St. Elizabeth Church, and the principal and vice-principal of St. Elizabeth School. The Board is made up of appointed members from the St. Elizabeth Church and School communities.

### **ARRIVAL OF CHILDREN**

Grades Junior Kindergarten through eight enter through the main doors at 8:00 a.m. **Children are not allowed to be dropped at the main entrance prior to 7:50 a.m.**

Once in the building, children in grades one through eight report directly to their homerooms. Children in Junior Kindergarten and Kindergarten are escorted to their homerooms by a member of the Safety Patrol Squad or a teacher or member of the staff.

Children are reminded to remove their hats immediately upon entering the school. (Hats are not to be worn in the building unless authorized by the principal to celebrate special occasions).

Morning Prayer will begin at 8:17 a.m., and is conducted over the public address system.

Anyone in the lobby or hallway during Morning Prayer or the *Pledge of Allegiance* should stand in place until Morning Prayer and the *Pledge of Allegiance* have ended.

### **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because children bring articles, which are hazardous to the safety of others or interfere with the learning process. Such items as toys, novelty jewelry, and watches, cell phones, ipods, electronic games, radios, beepers, CD-headsets, trading cards, etc. may not be brought to school. Such items will be confiscated by the teacher or member of the staff and given to the principal. A parent or guardian must retrieve these items directly from the principal.

Weapons and items resembling weapons may not be brought to school. These items will be confiscated, parents will be notified, and pending an internal investigation led by the principal, the child will be placed on an out-of-school suspension. A child bringing a weapon to school may face expulsion from St. Elizabeth School.

### **ARCHDIOCESE OF WASHINGTON ATTENDANCE POLICY**

*The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):*

1. *Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
2. *Death in the student's immediate family;*
3. *Necessity for a student to attend a judicial proceeding;*
4. *Lawful suspension or exclusion from school by chief administrative officer.*
5. *Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
6. *Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

*Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.*

Recreational absence is considered an unexcused absence, and these absences are not supported by the administration. A family vacation or other non-school related or non-emergency related absences are not supported by the administration. The child's absence from school for an extended period puts a burden on both the child and the child's teacher(s) since completion of work independently **cannot** replace the learning that takes place in the classroom. **The administration does not require teachers to supply work for children who are absent from school for recreational reasons.**

Parents and guardians are encouraged to make doctor or dental appointments after school hours or on Saturdays. If it is necessary for a child to be dismissed during the school day, the parent or guardian must come to the school office for the child at or before 2:20 p.m. (as not disrupt afternoon carpool procedures).

**Homework submitted after an unexcused absence is marked late.**

### **ATTENDANCE REPORTING POLICY**

If a child is ill, has an emergency absence, or will be tardy due to illness or scheduled appointments, parents and guardians are asked to report the absence or late arrival through the Carpool System.

## **AWARDS**

**Attendance Award:** The *Attendance Award* is given annually to children who have not missed a day of school or arrived to school late.

**Monsignor Macfarlane Good Citizen Award:** *The Monsignor Macfarlane Good Citizen Award* is given quarterly to children who have done a kind deed that was noticed by a teacher or member of the staff.

**Mother Teresa of Calcutta Peacemaker Award:** *The Mother Teresa Peacemaker Award* is given quarterly to children who make the school community a kinder and more harmonious place and is committed to the Catholic faith.

These awards are distributed at a scheduled school Mass.

## **BEFORE AND AFTER SCHOOL PROGRAM**

**Morning Care:** 7:00 a.m. – 8:00 a.m.

**Afternoon Care:** 3:00 p.m. – 6:00 p.m.

**Scheduled Early Dismissal Days:** 12:15 p.m. – 4:30 p.m.

**Delayed Openings:** NO morning care will be provided.

**Emergency School Closing:** After Care will be provided for two hours past the close of school.

**Children should bring a lunch on scheduled half days.**

As long as a child is engaged in a school-sponsored program or activity, the child is expected to follow school policy. This applies to the St. Elizabeth School Extended School Program. Children must be registered with the Director of Extended Care in order to attend the program. Emergency cards are kept on file with the Director of Extended Care and on-site coordinators. A registration fee and monthly payments are required of all participating families.

Children not enrolled in the Extended School Program may not be left with a member of the Extended Care personnel if that child arrives to school early or is picked up from school late. He or she will be escorted to the office by a teacher where a member of the office staff will contact the child's parent or guardian to discuss the situation. Families are billed if their child is left at school without pre-authorized supervision by a member of the faculty of St. Elizabeth School.

A separate Extended School handbook is distributed to parents and guardians of students enrolled in the program at the onset of each school year.

## **BIRTHDAY PARTIES**

If parents or guardians would like to arrange for their child to celebrate a birthday with his or her classmates, the following is necessary:

- Obtain permission from the teacher at least one week in advance.
- Arrange a mutually-convenient time.
- Bring cupcakes (or other hand-held, preferably healthy, snacks) and/or juice to the school on the morning of the day of the party. NO other food, party favors, or party bags are permitted. This policy ensures that each child will be given the opportunity to celebrate his or her birthday in the same manner.
- Invitations to private parties are not allowed to be distributed unless every child in the homeroom is invited.
- Parents, guardians, and other family members are not permitted to attend the party unless assistance is needed by the teacher.

*A Christian reminder: It is important to remember that children who are excluded from parties at a classmate's home are often those children who are excluded by their classmates at school. St. Elizabeth Catholic School teaches children not to ostracize.*

## **BOOKS (See TEXTBOOKS)**

## **CALENDAR**

The School Calendar is sent home in hard copy at the beginning of each school year and can also be found on Edline.

## **CARPOOL SYSTEM**

St. Elizabeth School has an electronic carpool system in place for afternoon carpool to increase student safety and security as well improve traffic flow and congestion. Parents, guardians, or other authorized adults are issued a small device referred to as a "tag". This tag has a unique identifier (ID) and is placed inside the vehicle. Tag readers located inside the school's parking lot are used to detect the arrival and departure of the parent/guardian. Once detected, children are dismissed from their homerooms. Additional tags or replacement tags are issued for a \$30.00 per tag fee.

The E-Z Pass is also detectable through our Carpool System and must be registered in the Carpool System.

Cars come into the parking lot and form several lines while waiting to queue-up in front of the school. All parents and guardians are to remain in their car and follow the appropriate line. Children will be loaded into the cars with the help of teachers, staff and members of the Patrol Squad. No child will be allowed to cross the carpool line. The carpool system is used to ensure the safety and well-being of all persons in our community.

## **CARE OF SCHOOL PROPERTY (CHILDREN)**

St. Elizabeth School prides itself with a well-maintained physical plant. Children should not mark school furniture, walls, ceilings, floors, equipment, etc. or the property of another child, teacher, member of the staff, etc. A child who willfully destroys school property through vandalism will make restitution for damages. Pending an internal investigation led by the principal, the child will be placed on an out-of-school suspension. Children who willfully vandalize any school property or the property of another may face expulsion from St. Elizabeth School.

Children assigned lockers may only use magnets when displaying pictures inside. Locks are required for lockers of students in grades five through eight. Children are not to share the combination to their locker with other children.

The school teachers and members of the staff, with the consent of the administration, may inspect lockers for cleanliness and contents at any time.

## **CELL PHONE POLICY (STUDENTS)**

If a parent or guardian wishes for his or her child to have a cell phone or beeper, the parent or guardian must complete the *Cell Phone Usage Form*. The use of cell phones on school property is prohibited unless a child's parent/guardian has completed the *Cell Phone Usage Form*.

Only in the case of an emergency may a child use his or her cell phone in the presence of an administrator, a teacher or member of the staff. These items must remain in the "off" position and in the child's backpack during the school day, including the hours of Extended Care. Cell phones or beepers will be confiscated immediately if seen in the hands of a child during any part of the school day. Suspension will follow.

## **CHEATING/PLAGIARIZING**

Cheating is a form of stealing, an act of injustice. Any child found cheating will receive a zero on the particular assignment/assessment and may face an in- or out-of-school suspension.

Talking **of any kind** during a test, quiz, exam, etc. is considered cheating. The child will receive a zero on the particular assignment and may face an in- or out-of school suspension.

## **CHILD PROTECTION/SAFETY**

All children have the right to be safe and protected from harm in any and all environments – home, school, religious institutions, neighborhoods, and communities. The Archdiocese of Washington embraces this right to safety and is dedicated to promoting and ensuring the protection of all children. The Archdiocese will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse, and neglect and to bring the healing ministry of the Archdiocese to bear wherever possible. It is the expectation of the Archdiocese of Washington that all persons and entities under its auspices comply with the provisions stated in the Child Protection Policy, *Protecting God's Children*, which can be found on the Archdiocesan website: [www.adw.org](http://www.adw.org).

This child protection policy builds on a 1986 policy issued by the Archdiocese of Washington that was updated in 1993, in 1999, and in 2003. It is responsive to the concerns of the Archdiocese of Washington for children and to the provisions contained in the revised *Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* initially approved by the full body of the U.S. Catholic bishops at its November 2002 General Meeting, with revisions approved at its June 2005, General Meeting.

The pastor/parochial administrator or principal will ensure that all employees and volunteers in the school have submitted the appropriate Application for Employment or the Volunteer Application Form and submitted a completed Criminal History Record Check, including fingerprints.

The Archdiocesan Office of Human Resources or the appropriate Agency Human Resources Office will review all background check results, notify the pastor/parochial administrator or principal of any unsuitable applicants, and maintain a list of all persons in all Archdiocesan locations who have been refused employment or not allowed to provide volunteer services due to background investigation.

Employees and volunteers must also attend the Archdiocese of Washington's *Child Protection Training*, VIRTUS.

**CHILD PROTECTION POLICY (See Protecting God's Children at [www.adw.org](http://www.adw.org))**

## **CLOSINGS AND DELAYS**

Parents, guardians, and teachers may register at the website: [www.schools-out.com](http://www.schools-out.com), which will e-mail all registrants of particular school closings and delays. **St. Elizabeth School follows Montgomery County.**

Parents, guardians, and teachers may listen to radio and television for all closings and delays. WTOP maintains superior coverage of school closings and delays. Their website, [www.WTOP.com](http://www.WTOP.com), has a school closing section that is kept up-to-date.

"Montgomery County Schools Closed" means St. Elizabeth Catholic School is closed. "Montgomery County Schools Open Two Hours Late" means St. Elizabeth Catholic School opens at 10:00 a.m.

School can be closed early due to inclement weather or other serious weather-related or dangerous situations. "Montgomery County Schools Closed Two Hours Early" means St. Elizabeth Catholic School will close at 1:00 p.m.

**If there is a two-hour delay on a scheduled half-day of school, school will be closed.**

**If school opens at 10:00 a.m., morning care is cancelled.**

If school closes early, afternoon care closes two hours after the school day ends.

## **COMMUNICATION FROM THE PRINCIPAL TO PARENTS AND GUARDIANS**

Information is updated on the St. Elizabeth School website ([www.stelizabethschoolmd.org](http://www.stelizabethschoolmd.org)) every Thursday. A reminder is sent out each time the webpage is updated. Parents, guardians, teachers, and members of the staff are responsible for reviewing each Thursday Folder's information as well as information and letters sent intermittently from the principal. The website is the primary means of school/parent/guardian communication.

## **COMPUTER (SEE TECHNOLOGY)**

## **CONDUCT (CODE OF)**

When a child experiences difficulty in understanding his or her role as a member of the St. Elizabeth Catholic School community, a constructive application of the discipline standards is required for the well being of the child and the other children in the school. In the event of behavioral problems, cooperative efforts between the home and school are essential so that the child will be able to achieve the highest possible standards of Christian behavior.

By completing the *St. Elizabeth Catholic School Registration Form*, parents and guardians fully agree to uphold and enforce the standards and policies of St. Elizabeth Catholic School.

Certain behaviors will result in immediate disciplinary action such as: exclusion from certain privileges, parent/guardian conferences, detention, and/or an in- or out-of-suspension from school. Such infractions include, but are not limited to:

1. Disruptive behavior, including: shouting out, excessive talking, and answering a teacher or classmates in a rude or discourteous manner;
2. Failure to comply with the direction of the teacher, members of the staff, or on-duty volunteers;
3. Using foul, vulgar, or improper language;
4. Being anywhere in or around the school building without direct adult supervision;
5. Using a cell phone without following the set procedures (see Cell Phone Usage Policy);
6. Violating the *Uniform Code* for the third time;
7. **Repeated infractions of the *Code of Conduct*.**

A disregard of the above infractions and/or the following behaviors may result in an out-of-school suspension or expulsion. Such infractions include, but are not limited to:

1. Fighting/Physical Assault;
2. Disrespect shown toward a teacher, member of the staff, classmate, or volunteer;
3. Verbal Harassment (name calling, taunting, teasing, ostracizing);
4. Bullying;
5. Vandalizing school property or the property of others;
6. Cheating or plagiarizing;
7. Stealing or lying;
8. Unsafe behavior during Fire or Emergency Drills;
9. Possession of medication;
10. Sale or distribution of any material(s) not approved by the school administration;

11. Leaving the school grounds unsupervised;
12. **Repeated infractions of the *Code of Conduct*.**

Those behaviors that threaten the safety and well being of the school community and/or threaten the learning environment of others, i.e. through distracting, disrespectful, and or defiant behaviors and or continued disregard (more than once) of the above infractions may result in expulsion\*. Such infractions include, but are not limited to:

1. The use and/or possession of alcohol, drugs, including tobacco on school property;
2. The use and/or possession of a weapon (or items resembling or related to a weapon), such as knives and guns, ammunition (or items resembling or related to ammunition), firecrackers, or other explosives;
3. Arson or use of any type of flammable materials or substances (including the possession of these items, i.e. matches), or the discussion of the possession of these items at school;
4. Physical assault and/or sexual harassment of any kind;
5. Extortion;
6. Repeated Bullying;
7. Fighting; throwing of objects; assault;
8. Discussion of illegal activity, i.e. discussion of the possession of drugs or drug paraphernalia; discussion of the possession of explosive devices; discussion of the possession of weapons or ammunition, etc.
9. Discussion of the possession of drugs, alcohol, tobacco, weaponry, ammunition, etc.;
10. Threats of any kind, physical, emotional, verbal, written, or implied;
11. **Repeated infractions of the *Child Code of Conduct*.**

**\*A child who violates the Code of Conduct will be placed on an out-of-school suspension pending an investigation by the principal.**

**The principal, in consultation with the pastor, is the final recourse in all areas of school life and may waive or strongly enforce any policy for just cause at his discretion.**

Infractions of the *Child Code of Conduct* are weighted and the appropriate punishments assigned by the principal. It may appear that one offense is greater than another, but clearly, that may not always be the case. Expulsion of a child from St. Elizabeth Catholic School is serious and may be necessary for a variety of reasons and is done at the discretion of the principal in consultation with the pastor.

Refer to the **JEWELERY and MAKE-UP** section of this *Handbook* for further important information regarding appropriate behavioral and dress expectations at school.

Lack of involvement and cooperation by parents or guardians in dealing with academic or behavioral difficulties can also result in the dismissal of a child or non-renewal of the child's re-registration for the following school year.

Upon a disciplinary infraction, a *Disciplinary Action Report* will be sent to parents and guardians by the principal. *Disciplinary Action Reports* are kept in the child's file. A third *Disciplinary Action Report* (not necessarily for the same infraction) may result in immediate out-of-school suspension and possible expulsion. Children who repeatedly violate the *Code of Conduct* will be required to leave St. Elizabeth School.

## **CONFERENCES**



Parents and guardians are asked to communicate with their child's teacher(s) via e-mail to schedule a conference.

Parent-Teacher Conferences are scheduled each November to provide an opportunity for parents and teachers to discuss the child's first quarter performance.

Parents will receive a response to a request for a meeting (or any other request) within 24 hours of the initial contact. Administrators, teachers, and members of the staff are not mandated to check school e-mail over the weekend or holiday vacations.

### **COOPERATION (PARENT/GUARDIAN)**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Elizabeth Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Elizabeth Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Elizabeth Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Elizabeth Catholic School.

### **COUNSELING SERVICES (ARCHDIOCESAN CATHOLIC SCHOOL)**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Elizabeth Catholic School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

### **CRISIS, EMERGENCY, FIRE AND DISASTER PLANS**

The St. Elizabeth *School Crisis Plan* meets the Standards of the Archdiocese of Washington as well as the Guidelines set forth by the Montgomery County Police and Fire Departments.

### **CURRICULUM**

Curriculum includes the total of all learning and enriching experiences in the daily life of a child at St. Elizabeth Catholic School. Curriculum should reflect the philosophy of the school. It provides an adequate and meaningful foundation in the academic field for each child and develops a basic understanding of self in relation to God and to the world.

Curricular subjects include religion, English, reading, spelling, vocabulary, French, Spanish, mathematics, social studies, science, health, safety, art, music, physical education, library science, and computer education. The quality of instruction is school-wide. Each teacher and member of the staff contributes to this quality through his or her teaching skills in the classroom, interactions in the hallways as well as sportsmanship in the recreational areas.

St. Elizabeth School uses the standards promulgated by the Archdiocese of Washington.

### **DISMISSALS/EARLY RELEASES FROM SCHOOL**

Children must be dismissed in accordance with the system St. Elizabeth School employs. Dismissal begins at 3:00 p.m. Dismissal must be conducted in an orderly manner.

At 3:20 p.m., an "All Call" is made. Children who are still in the building report to the front of the school to wait for their parents or guardians. **Parents and guardians retrieving their child after 3:35 p.m. will be billed \$10.00 (at 3:35 p.m.) and \$1.00 each minute thereafter. This fee is per child.**

When parents or guardians arrive to pick up their child (prior to dismissal), she or he will be asked to sign the "Early Release Roster" located at the front desk. The receptionist will then

send for the child. Children leaving early must be picked up no later than 2:20 p.m. to ensure a smooth flow of the carpool line at the 3:00 p.m. dismissal.

### **EARLY DISMISSAL (See DISMISSAL/EARLY RELEASES FROM SCHOOL)**

### **ENROLLMENT (CONTINUING)**

In Christian fairness to those children who continue to uphold the integrity of the Gospel message and the standards set forth by St. Elizabeth Catholic School, children demonstrating a pattern of repeated violations of the *Code of Conduct* and/or an unwillingness to change certain behaviors, will be dismissed immediately from St. Elizabeth Catholic School or not invited to enroll for the following school year.

Lack of involvement and/or cooperation by the parents and guardians in dealing with academic or behavioral difficulties can also result in the dismissal of a child or non-renewal of the child's re-registration for the following school year.

### **EXAMS (See ASSESSMENTS, OR MID-TERM EXAMINATIONS, OR FINAL EXAMINATIONS)**

### **FEES (See TUITION AND FEES)**

### **FIELD TRIPS**

Field trips occur throughout the school year, and parents and guardians are encouraged to chaperone. Parents and guardians wishing to chaperone a field trip must be in compliance with the Child Protection Policy of the Archdiocese of Washington, having received a criminal background check (fingerprinting) and attend VIRTUS training.

### **FINAL EXAMINATIONS**

Final Examinations for children in the eighth grade are given during the month of May and for children in the sixth and seventh grades, in June.

Children are dismissed at 11:15 a.m. on all days final examinations are administered.

Final examinations are weighted as 15% of the fourth quarter average.

### **Exemptions in the Eighth Grade**

Children in the eighth grade will be exempt from taking a final examination if his or her average is 93% for the first three marking periods and the fourth marking period to a date assigned by the principal. Eighth grade students who are exempt from taking a final examination do not have to come to school on the day and time the final examination is given. Eighth grade children should come to school on the day(s) and at the time(s) they are scheduled to take a final examination (because of non-exemption).

### **FINGERPRINTING (See CHILD ABUSE)**

### **FUNDRAISING REQUIREMENT**

Each family, Junior Kindergarten through grade 8, is required to raise funds that would net at least \$165.00 to the school.

- All fundraising must be recorded on the Volunteer/Fundraising website (located on the school's website) no later than Field Day of each school year.
- Committee Chairs or the employees of the school will NOT record fundraising amounts received on your behalf. It is the responsibility of each family to record its fundraising requirements.

- Fundraising amounts are only tracked up to the required \$165.00, although all amounts raised in addition are greatly appreciated.
- All fundraising not completed by Field Day of the current school year will be billed.
- The following fundraising counts toward a family's fundraising obligation:
 

Innisbrook	50% of sales
KidStuff Books	50% of sales
Tuition Raffle	50% of tickets sold/purchased
Gala or 5K	50% of all auction items/raffle ticket purchases
	50% of all donations for the baskets or the auction
	50% of all sponsorship of the event

A family can pay the \$165.00 in lieu of fundraising.

The following do not apply toward one's fundraising requirement:

- Teacher Gift Fund
- Annual Fund
- Donations to a teacher's classroom Wish List

In order for a family to receive report cards, results of standardized testing, or have information forwarded to other schools, all volunteer hours and fundraising balances must be fulfilled or paid in full. Again, the deadline for reporting fundraising is Field Day of each school year.

### **GRADING SYSTEM**

#### **Weighting of Grades (grades 3 – 5):**

50%	Tests
35%	Quizzes
15%	Homework

#### **Weighting of Grades (grades 6 – 8):**

##### **Quarters 1 and 2:**

50%	Tests
35%	Quizzes
15%	homework

##### **Quarters 3 and 4:**

45%	Tests
30%	Quizzes
10%	Homework
15%	Midterm/Final

The Catholic Schools Office of the Archdiocese of Washington has adopted a uniform grading system for use in all Catholic elementary schools.

#### **Grades 1 – 3:**

E	=	93 – 100
G	=	85 – 92
S	=	77 – 84
I	=	70 – 76
U	=	Below 70

(\*) = with accommodations/modifications

#### **Grades 4 – 8:**

A	=	93 – 100 (Superior)
B	=	85 – 92 (Above Average)
C	=	77 – 84 (Average)
D	=	70 – 76 (Below Average)
F	=	Below 70 (Failing)

(\*) = with accommodations/modifications

### **GRADUATION**

The following are guidelines for awarding an elementary diploma from St. Elizabeth Catholic School:

- The child shows a genuine love of God and others;
- The child has passed all academic subject areas;
- The child's ability and performance on standardized testing is evidenced;
- The child as observed has consistently applied him/herself to school work.

### **GRADUATION FEE**

A graduation fee of \$175.00 is charged to each family of a graduating eighth grade student. This fee will be due in February of the child's graduation year.

The graduation fee includes the following: caps and gowns, diplomas and covers, flowers and corsages, medals and awards, graduation dinner for graduate and two adults, a class t-shirt, a class gift for the school, the copying and mailing of all high school recommendation forms and transcripts to two high schools, and the copying and mailing of the end-of-the-year transcripts.

### **GRANDPARENTS'/SPECIAL PERSONS' DAY**

All grandparents and special persons of children in grades Junior Kindergarten through four (4) spend the morning with their grandchildren after enjoying light refreshments and a short talk by the principal in the Church. The teachers have creative, family-centered activities for the grandparents and special persons to complete with the children. This is one of the major events of the school year.

### **HAIR**

**HAIRCUTS/STYLES:** Hair should be neat and clean at all times. Extreme shaggy, fad styles or excessive lengths will not be tolerated. The Principal will ultimately decide what is appropriate, and reserves the right to send any student home who is not in compliance.

Exotic colors and hairstyles such as spiked hair, "mohawks," (shaving the sides of the head) or hair with a logo cut into it are not permitted. Any form of cornrows, twists, or dreadlocks are prohibited. Neatness and grooming is the paramount consideration and takes precedence over any other factor.

**MALE:** Haircuts, without reference to style, will conform to the following standards: The hair on top of the head will be neatly trimmed. In all cases, the sides and backs will be trimmed and evenly tapered. Hair should not touch the collar or eyebrows or fall below the ears. Boys are not permitted to grow mustaches, beards, goatees, etc. Sideburns (no "lamb chops") must be trimmed.

### **HARASSMENT**

St. Elizabeth School provides a safe environment for all individuals. Verbal or written threats or disrespectful remarks made against the physical or emotional well-being of any individual are taken seriously. Children making such comments (seriously or in jest) face expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment.

### **HEADING**

All papers that are written should have the proper school heading. This establishes habits of orderliness and consistency. The school heading:

#### **Kindergarten:**

Name \_\_\_\_\_ Date \_\_\_\_\_

#### **Grades 1 – 2:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Subject \_\_\_\_\_ Assignment \_\_\_\_\_

**Grades 3 – 8:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Subject \_\_\_\_\_ Assignment \_\_\_\_\_

St. Elizabeth School (Grade and Homeroom Letter)

Children must be taught to write the date in the following manner:

Month (abbreviated is acceptable)    date,    year

example: September 1, 20\_\_

**Health Room Child Policy for illness**

If a child is sick, it is **most appropriate** to keep him/her home from school. A child who is sick will not be able to perform well in school and is likely to spread the illness to other children and staff. Parents and guardians must make arrangements for childcare ahead of time so they will not be caught without a place for their child to stay when she or he is ill.

School policy states that a parent or guardian should not send his or her child to school if the child has any of the following symptoms:

- Fever in the past 24 hours;
- Vomiting in the past 24 hours;
- Diarrhea in the past 24 hours;
- Chills;
- Sore throat;
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school);
- Bad cold, with a very runny nose or bad cough especially if it has kept the child awake;
- Head lice – children must be nit-free and cleared by the school nurse to return to school;

If a child becomes ill at school and the school nurse feels the child is too sick to benefit from school or is contagious to other children, the parent or guardian will be called to come and take the child home from school.

**HIGH SCHOOL APPLICATION PROCESS**

**(CATHOLIC HIGH SCHOOLS OF THE ARCHDIOCESE OF WASHINGTON)**

Each September, in the All Purpose Room of St. Elizabeth School, the administration and the members of the eighth grade team, present a thorough overview of the Catholic high school acceptance process to parents and guardians of seventh or eighth grade children. The application process is examined so that all parents, guardians, and seventh and eighth grade children have the information required to successfully apply to a Catholic high school within the Archdiocese of Washington.

St. Elizabeth School will provide the following information to two schools of the child’s choice:

1. Final averages from the seventh grade;
2. First quarter averages from the eighth grade;
3. Seventh grade standardized test results;
4. Principal’s Recommendation;
5. Teacher Evaluations;
6. Attendance Records;
7. Scores from the High School Placement Test (HSPT)

8. Archdiocesan Fee.

Parents and guardians will be charged an administrative fee of \$25.00 per school (for record transfers) if they choose to apply to more than two high schools.

A High School Placement (HSPT) prep course will be held after school (in October and November) and taught by members of the administration and/or faculty for an additional cost to families.

### **HOME AND SCHOOL ASSOCIATION**

The St. Elizabeth School Home and School Association provides an effective channel of communication between parents and guardians and teachers for the benefit of the children and the whole parish and school community. The main purposes of the Home and School Association are:

- to create a mutual support and understanding between the home and school, and thus help to bring about a total learning environment for the children;
- to provide a means for keeping parents and guardians informed of school activities, programs, etc.;
- to assist in meeting the Association's financial obligations;
- to provide parent and guardian educational programs.

### **HOMEWORK**

Homework is an important and integral part of learning. It is work assigned to be accomplished outside of class by the child and is a shared responsibility of the child, parent/guardian, and the teacher. The purpose of homework is to help children:

- reinforce, review, and extend facts, skills, and concepts presented in class;
- develop self-reliance, responsibility, and independence;
- develop study habits and learning strategies;
- explore various media;
- complete work begun in class; and
- develop an interest and appreciation for lifelong learning.

Each child must record homework in the assignment book which is provided by the school. Lost assignment books must be replaced. Replacement copies can be purchased from the school receptionist.

Homework turned in one day late receives a twenty (20)-point deduction. Homework turned in after one day will receive no credit.

Homework submitted after an unexcused absence is marked late.

See the separate *Homework Policy*.

### **HONOR ROLL (See ACADEMIC HONOR ROLL)**

### **INTERVENTION TEAM**

The Intervention Team is comprised of members of the administration and faculty and meets once per week to discuss a wide-range of educational issues that pertain to the children of St. Elizabeth School. The Intervention Team is responsible for the creation of academic accommodations and modifications based on the psych-educational testing results received by an outside professional. The Intervention Team also is responsible for assisting teachers when meeting the needs of those children working above grade level.

### **JEWELRY AND MAKE-UP**

- Make-up and/or ornate hair accessories may not be worn to school.
- Nail polish is not permitted. Girls wearing nail polish will be sent to the nurse's office where they will remove it. The fee for using nail polish remover is \$1.00.
- Girls may wear one small post earring in each lobe. Children wearing improper or additional jewelry to school will be asked to remove it and will receive a *Uniform Violation*. This jewelry will be housed in the principal's office and may be picked up by the child's parent or guardian.
- Boys are not permitted to wear earrings.
- Boys and girls may wear a watch, one bracelet (including "Awareness" bracelets), and one ring. A necklace (no string or rubber chokers) may be worn only if a crucifix, cross, or religious medal is attached.

## **LUNCH AND RECESS**

Hot lunch is available for purchase five days per week. Menus are posted online quarterly. Children may bring their own lunch to school. Lunch boxes must bear the child's name, grade, and homeroom.

If a child forgets his or her lunch, a parent or guardian may bring it to the school office (labeled with the child's name, grade, and homeroom) and leave it in the Forgotten Lunch Bin located in the school lobby. Children should be reminded by their parents to check the Forgotten Lunch Bin anytime time he or she does not bring his/her lunch to school. Children will be instructed by their teachers to check the Forgotten Lunch Bin at lunchtime.

Children in grades Junior Kindergarten through 8 have a lunch and recess period every day. While eating lunch and playing outside, children are encouraged to broaden their friendships by including children outside of their close circle of friends. As Catholic-Christians, inclusiveness and acceptance are at the core of Jesus's teachings. Parents and guardians are strongly encouraged to speak with their children about the value of friendship and the importance of making others feel that they, too, have gifts to share.

Children are instructed in the basic rules of safety and sportsmanship, which parents and guardians are asked to reinforce frequently at home. Children must obey these rules at all times, especially during recess periods and physical education classes.

Children who consistently engage in unsatisfactory behavior during lunchtime will not be permitted to eat lunch in the cafeteria and/or engage in recess at school.

It is extremely important that children regard recess volunteers as school staff and show them courtesy and respect at all times.

## **MASSES AND PRAYER SERVICES**

The school day begins with a Morning Prayer at 8:17 a.m. Morning Prayer is conducted over the public address system.

Dates for school Masses and prayer services can be found on the school calendar. Masses will begin at 8:35 a.m.

## **MEDICATION**

All medication must be delivered to the school Health Room personnel by the parent or guardian, or, under special circumstances, an adult designated by the parent or guardian. St. Elizabeth School personnel will not administer medication brought to school by a child.

In order for a child to receive any medications at school, parents and guardians must provide the completed, *Maryland State School Medication Administration Authorization Form*. Our school nurses cannot administer any medication unless this form is completed.

All prescription medications must be provided in the original container with the original pharmacist label attached. All over-the-counter medication must be provided in the original, sealed container. No other medications will be administered. Physician samples must be appropriately labeled by the physician.

Children are not permitted to have any medications in their possession while on the grounds of St. Elizabeth School – this includes inhalers. Any incident where a child is carrying medication on their person will be reported to the principal, the medication will be confiscated, and the parent or guardian will be notified.

### **MIDTERM EXAMINATION**

The midterm examination is a cumulative examination, administered to sixth, seventh, and eighth grade students covering material presented from September to January. Midterm examinations are administered in the following academic areas: religion, English, foreign language, science, social studies, and mathematics.

A study guide is posted on Edline in December outlining the material that will be covered on the midterm examination. A minimum of two review days must be designated for midterm examination review.

The midterm examination will be weighted as 15% of the third quarter average.

### **MONEY**

Children must bring all money (cash) to school in a sealed envelope with his/her name and homeroom written on the outside of the envelope.

### **MUSIC PROGRAM (ARCHDIOCESE OF WASHINGTON INSTRUMENTAL MUSIC)**

The *Archdiocesan Instrumental Music Program* is made available for a fee to children in grades 4 through 8. Children enrolled in the Program must attend all of the scheduled lessons and scheduled concerts. The administration of St. Elizabeth School strictly supports the structures and policies set forth by the *Archdiocesan Instrumental Music Program*.

Information is sent home at the beginning of the school year.

### **NON-CATHOLICS, GUIDELINES FOR THE EDUCATION OF**

Parents and guardians must be aware of the intentional Catholic witness of our school. St. Elizabeth School as a Catholic school within the Archdiocese of Washington, has as its primary mission the formation of children in the Catholic faith.

All children will participate in the total academic life of our school, including religious education. Non-Catholic children are required to attend school Masses and prayer services.

The religious educators of our schools are committed to teaching the fullness of Revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of Washington. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of the Roman Catholic Church.

### **NOT A NUT FREE SCHOOL**

St. Elizabeth School is **NOT** a nut-free school; however, it is important to be mindful of children with food allergies. When sending snacks to school for the entire class, parents/guardians are asked to send items that do NOT contain nuts.

### **PARENT/GUARDIAN RESPONSIBILITIES**

The Archdiocese of Washington's Application for Admission states, "I/We the undersigned parent(s), understand and acknowledge that in the event that an Archdiocesan Catholic elementary school receives more qualified applicants than it has the capacity to accommodate, students shall be admitted in the following priority: Catholic students in the order in which they submit completed application prior to the posted deadline; non-Catholic students in the order



in which they submit completed application prior to the posted deadline; all other students in the order in which they submit completed application after the posted deadline. I/We understand and acknowledge that all applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, including, but not limited to, health examinations and immunizations, before admission may be finalized. Upon admission, all students in Catholic schools in the Archdiocese of Washington are to be immunized in accordance with the immunization requirements and guidelines of the Archdiocese. Exemptions are provided only on a temporary basis to those with a physician-documented medical contraindication.

I/We understand and acknowledge that the admission, instruction and retention of students with disabilities, students with special needs, and students who are English Language Learners cannot be guaranteed. Whether reasonable accommodations can be made for such students is determined on an individual basis and is in the sole discretion of the school's chief administrator (principal) in consultation with the Catholic Schools Office."

### **PARENT/GUARDIAN COOPERATION (ARCHDIOCESE OF WASHINGTON)**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Elizabeth School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Elizabeth School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Elizabeth School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Elizabeth School.

Parents are the primary educators of their children. If parents/guardians cooperate with the school, instill respect for the integrity of its administration, teachers, and staff, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents and guardians are asked to take an active role in their child's education by:

- promoting Catholic teachings and making it possible for their children to attend Sunday Mass each week;
- assisting their child in his or her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies;
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers;
- interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school;
- insisting on their child's regular school attendance and punctuality and complying with attendance rules and procedures;
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet;
- teaching their child respect for law, for authority, for the rights of others, and for public and private property; this includes showing respect for the work of others by not tolerating cheating under any circumstance;
- arranging for a time and place for their child to complete homework assignments;
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling;
- explaining and reviewing periodically the school Code of Conduct with their child;
- seeing that the dress code, including the physical education uniform, is followed, and insisting that children dress according to our shared Christian values;

- making all tuition and fee payments on time and participating in fundraising activities;
- attending all Parent-Teacher Conferences;
- attending workshops sponsored by the Home and School Association.

The education of a child is a partnership between the parents and guardians and the school. Just as the parent and guardians have the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a child if the administration determines that the partnership is irretrievably broken.

All parents/guardians will sign the *Handbook Acknowledgement Form* attesting that they have read/reviewed the school's Handbook.

### **PREVENTION PROGRAMMING**

As a Catholic school, St. Elizabeth School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Elizabeth Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

### **PRINCIPAL'S LIST (See ACADEMIC HONOR ROLL)**

### **PRIVACY POLICY**

The administration does not disclose the phone numbers or personal e-mail addresses of teachers and members of the staff. While the administration does produce a Family Directory for school family use, distribution of this information outside of the St. Elizabeth School community is prohibited and must never be used for commercial purposes.

### **PROGRESS REPORTS (See DOCUMENTATION)**

### **RECESS (See LUNCH AND RECESS TIME)**

### **SAFETY PATROLS**

This program provides the opportunity for leadership and responsibility to children in the middle school under the direction of one of the faculty/staff members. Children assist in monitoring morning drop-off and afternoon pick-up.

### **SCHOOL AND EXTENDED CARE HOURS (SEE ALSO BEFORE AND AFTER SCHOOL PROGRAM)**

7:00 a.m. – 8:00 a.m.                      Morning Care Hours

7:30 a.m.	Teacher and Staff Report Time
7:50 a.m. – 8:00 a.m.	Child Drop-Off
8:00 a.m. – 8:15 a.m.	Children Enter Homerooms
8:17 a.m.	Morning Prayer
8:25 a.m.	First Period
3:00 p.m.	Dismissal
3:15 p.m. – 6:00 p.m.	Afternoon Care Hours

## **SCHOOL STORE**

School supplies are sold at the school store, located in the lobby adjacent to the vice-principal's office on Mondays, Wednesdays, and Fridays from 8:00 a.m. – 8:15 a.m. An announcement is made prior to the opening of the school store.

## **SMOKING**

The State of Maryland and the Archdiocese of Washington prohibit smoking in a school building and on school property. St. Elizabeth School is a Drug Free Zone (200 yards around the perimeter of the school building). The prohibition of smoking applies to parents and guardians, administrators, teachers, staff, children, and visitors.

## **STANDARDIZED TESTING**

### ***Scantron***

Children in grades 2 through 8, take the Scantron assessment each school year, a test approved by the Archdiocese of Washington. Parents and guardians receive a copy of their child's test results. These tests offer additional information regarding a child's academic progress and should be reviewed in conjunction with regular teacher evaluations/assessments. It is important that children avoid absence and tardiness during the testing times. Make-up testing is offered to children only if time permits.

### ***High School Placement Test (HSPT)***

A High School Placement Test will be administered to eighth grade students during the first semester and is used by Catholic high schools to determine admission, academic placement, scholarships, etc.

### ***Kindergarten Assessment***

All incoming Kindergarten children are required to take a developmental test which will assist teachers in the appropriate placement of each child for the upcoming school year.

## **STUDENT COUNCIL**

This organization offers children the opportunity to plan, design, and implement a variety of activities and special programs for the student body. Executive Board Members and Homeroom Representatives also participate in discussions regarding school policies and student programs. Children in grade seven are elected in the spring to serve as the Executive Board (during their eighth grade year). Homeroom Representatives are elected in the fall of the year that they will serve. Council meetings are held once a month after school and homeroom reports of those meetings are given on the Monday following the meeting. Special committee meetings are held as needed.

## **STUDENT RESPONSIBILITIES**

Children attend St. Elizabeth School in order to develop their God-given talents and capabilities to their fullest potential. To accomplish this, children are asked to:

- live the Golden Rule: "Do unto others as you would have them do unto you.";
- do their best work at all times;
- treat all members of the school community with dignity and respect;

- obey all school rules and regulations;
- observe the school dress code, including standards on out-of-uniform (Tag) days.
- help care for the school property and keep the school free from damage and defacement.

## **SUPPLIES**

A list of mandatory school supplies for parents and guardians to purchase is posted on the school website by July 15<sup>th</sup>, of each school year.

It is important for parents/guardians to replenish their child's supplies throughout the school year. School planners must be used throughout the school year even though homework is posted to Edline each evening by the teachers. If a planner is lost, it can be purchased from the school receptionist.

## **TAG DAY (OUT-OF-UNIFORM DAY)**

Several times throughout the year, the school will sponsor a "Tag Day," an out-of-uniform day. Dates for Tag Days are located on the *Parent and Teacher Calendars*. The cost per "tag" is \$1.00. It is not compulsory to participate in Tag Days.

Children must dress appropriately on "Tag Days." Children wearing shirts bearing inappropriate, vulgar, or tawdry logos or images, wearing mini-skirts, short-shorts (no shorter than two inches above the knee), tank tops, mid-drifts, spaghetti strap tops, and/or tight or over-sized clothing will be asked by the principal to phone a parent or guardian so that other, more appropriate clothing may be brought to school for the child to wear for the day.

Other reminders: pants must be waist-high (no hip-huggers) or baggy pants. Flip-flops, backless sandals, or platform or stacked heels (more than a 1/2 inch high) are not suitable for school wear.

**Children may not coordinate clothing with a small group which excludes other children in the class.**

If a student chooses to wear a part of the uniform on a Tag Day, the uniform must be worn in its totality.

Girls may wear nail polish on Tag Days

If a child has physical education on a Tag Day, he or she must bring tennis shoes to school. A grade reduction will occur if a child does not bring his or her tennis shoes to school on a "Tag" Day.

## **TECHNOLOGY AND INTERNET USAGE**

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or

supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not 'surf' the Internet or visit 'Facebook,' or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the *Technology and Internet Usage Agreement* with the student and sign and return the Agreement during the first week of each school year.

### **TELEPHONE USE**

Children are only able to use the school phone in the event of an emergency. Parents and guardians are asked not to bring forgotten assignments, books, physical education uniforms, etc. to school for their child. Children are to be responsible for their belongings and know their schedules.

### **TESTS (See ASSESSMENTS)**

#### **TEXTBOOKS**

At the start of the school year, teachers or members of the staff are responsible for charting the condition of each school-purchased book prior to its distribution to the children. Children are not permitted to assess the condition of school-purchased books. At the end of the school year, teachers or members of the staff are responsible for charting the condition of the returned books, comparing the condition to the chart developed at the beginning of the school year. A list of damaged or lost books is due into the vice-principal on the dates specified on the *Teacher Calendar*.

Children must assume responsibility for their books. Every book is to be covered with a protective jacket **during the first week of school**. Homeroom and individual subject teachers are responsible for informing children to cover books by the end of the first full week of school.

Children should not accumulate papers in their books as it ruins the spine of the books. Workbooks should remain neat and without graffiti. The child's name and grade should be written in each book.

Children will also be assessed a fee for any damage to rental books as well as books and other personal objects misplaced within the building.

### **THREATS**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Elizabeth School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

### **TUITION AND FEES**

The first quarter tuition payment for the school year is due in May and the second quarter is due in August for the school year starting in September. All tuition payments are nonrefundable. Students will not be permitted to start school unless the first and second quarter tuition is paid in full.

Student report cards, results of standardized testing, or transfer information will not be sent or completed until **all accounts and fees are paid in full**. Edline accounts will be deactivated when tuition, extended care accounts, etc. are not paid in full.

As a new quarter begins, students may not be permitted to continue to attend school if the tuition and/or Extended School Program account(s) are not paid in full.

St. Elizabeth School reserves the right to declare “void” the (re)registration of any student whose family fails to satisfactorily meet its tuition or fee obligations.

A late fee of \$25.00 per month will be charged to any account not paid by the statement due date.

A \$40.00 fee will be assessed for a check returned by the bank.

### **TUITION ASSISTANCE**

Tuition assistance programs through the school and the Archdiocese are available to students attending St. Elizabeth Catholic School. Families must apply through the Archdiocese of Washington and St. Elizabeth School to be considered. Families who may be experiencing a need for some form of tuition assistance are encouraged to contact the principal or Director of Finance for further information. Families experiencing difficulty in paying full tuition for more than one child are also encouraged to contact the principal or Director of Finance for possible tuition assistance.

### **UNIFORM POLICY (See also JEWELRY, HAIR, and MAKE-UP)**

It is the policy of St. Elizabeth School to have all children wear a uniform. The purpose of the uniform is to identify children as members of the St. Elizabeth School community and to promote an appropriate, non-distracting learning environment. **As such, the uniform is to be worn with pride and is to be worn correctly.** To do anything less diminishes the school and the values and goals the school embraces.

St. Elizabeth School children are to be dressed in the prescribed school uniform at all times. School uniform items can be purchased through Flynn & O’Hara, located at Loehmann’s Plaza, 5210 Randolph Road, Rockville, Maryland 20852.

Website: [www.flynnohara.com](http://www.flynnohara.com).

#### ***Expectations and Consequences***

A child dressed in the proper school uniform shows a sense of pride in his or her school and him or herself. Departures from standards in trousers, shirt/blouse color or style, or sweater design will not be permitted. In order to ensure fairness for every child, adherence to the uniform will be strictly enforced. It continues to be unfair to children and their families who support the school in every way possible to have other children and families take advantages of certain aspects of school life; in particular, the uniform. Violations from the school’s set uniform requirements will result in a *Uniform Violation*. **A third uniform violation, not necessarily for the same infraction, will result in a *Disciplinary Action Report* citing defiance as the infraction.**

#### ***Uniform***

All children in grades Junior Kindergarten through five wear their gym uniform to school on gym days. The children stay in the gym uniform all day. Children in grades six through eight bring their gym uniform to school and change for gym class. Gym uniforms should be clean and neat.

#### ***Uniform Exchange***

Housed on the stage in the All Purpose Room is the school’s Uniform Exchange. Parents and guardians are encouraged to bring gently used uniforms to the exchange and may also take gently used uniforms from the exchange at no cost.

#### ***Uniform Excuse***

A note from the parent or guardian will excuse a child for that day from the uniform requirements. The uniform inconsistencies should be corrected immediately. Full compliance with the Uniform Code is expected from each child and his or her family. A child continually presenting a note of excuse for an improper uniform demonstrates the parents and guardians lack of regard and respect for the policies set forth by St. Elizabeth Catholic School. The principal will not tolerate a child coming to school without the appropriate uniform. Children will be sent home by the principal for being out of the traditional school uniform for an extended period of time.

### **VISITORS TO THE BUILDING**

Parents, guardians, and visitors must report to the receptionist to sign-in and receive a Visitor's Badge.

Parents, guardians, and visitors are not permitted into a classroom without an appointment with the teacher.

Any non-employee in the school building or on the school property without a Visitors' Badge will be immediately escorted to the receptionist's desk. If the person is non-compliant, school staff have been instructed to telephone 911.

### **VOLUNTEER HOURS REQUIREMENT**

Each family with a child enrolled at St. Elizabeth Catholic School is required to volunteer at least fifteen (15) hours per school year and raise funds that would net at least \$165.00 to the school. As a part of the volunteer hours requirement, each St. Elizabeth School family will be required to cover **THREE RECESS HOURS PER SCHOOL YEAR**. These recess hours will be INCLUDED in (not in addition to) a family's fifteen (15) hour annual volunteer commitment.

#### **Mandatory Recess Hours**

- Each St. Elizabeth School family will be responsible for three (3) hours of recess duty each school year regardless of weather (indoor recess also requires adult volunteer monitors).
- Families can fulfill the recess requirement by volunteering for Junior Kindergarten and Kindergarten recess duty, grades 1 – 8 recess duty, or a combination of both.
- This requirement can be fulfilled by ANY adult (21 years of age or older) who has completed the compulsory background check and attended VIRTUS training through the Archdiocese of Washington. Mothers, fathers, guardians, siblings, grandparents, aunts, uncles, godparents, etc., are welcome and can help the family reach the three (3) hour requirement.
- A family will be billed \$30.00 per hour for each unfulfilled/missed recess hour.
- Families are asked to locate substitutes when plans change and should notify the recess coordinator of these changes at least 24-hours in advance of the scheduled volunteer time – unless an emergency arises.
- A master recess calendar is available on Volunteer Spot. Parents and guardians can sign up under the “recess” tab located on the school website.
- Families are required to sign-up for two 90-minute recess sessions for grades 1 – 8, OR three Junior Kindergarten or Kindergarten recess sessions.
- Junior Kindergarten and Kindergarten parents and guardians who have only one child at St. Elizabeth School must fulfill their Mandatory Recess Hours during the Junior Kindergarten/Kindergarten recess periods. Junior Kindergarten parents and guardians may volunteer during the Kindergarten recess period as well and Junior Kindergarten and the Kindergarten recess period. Kindergarten parents and guardians may fulfill their recess volunteer requirement following the above procedure, as well.
- All mandatory recess hours must be recorded on the Volunteer/Fundraising website and MUST be completed by Field Day. Any recess hours recorded after Field Day will be applied to the next school year (without exception).

#### **Volunteer Hours Other Than Recess**

- In addition to the three (3) mandatory recess volunteer hours, parents and guardians are required to complete an additional twelve (12) hours of volunteer service.
- All Volunteer Hours can be recorded on the Volunteer/Fundraising website. Please note that hours are NOT reported by Committee Chairs or a member of the school staff on your behalf. Parents and guardians are responsible for recording all volunteer hours. Parents and guardians are only required to record fifteen (15) hours. All hours after that are not tracked but are very much appreciated! **Excess hours are not carried over to the next school year (EXCEPT FOR RECESS HOURS).**
- Any of the hours not fulfilled by Field Day will be billed at \$10.00 per hour at the end of the school year.
- Some examples of ways to volunteer: hot lunch duty, additional recess hours, Scouting, coaching, assisting as a homeroom parent, working at home for administrators or teachers, selling Christmas trees, assisting at Scholastic Book Fairs and Santa's Workshop, chaperoning a field trip or dance, assisting at the school Gala event or 5K, BINGO Night, Catholic Schools Week, etc. There are many more ways one can volunteer! Please see the Volunteer/Fundraising website (on the school's website) for other volunteer opportunities.

Please refer to the school's handbook section, Child Protection/Safety for guidelines parents, guardians, and family members must follow in order to volunteer at St. Elizabeth School.

In order for a family to receive report cards, results of standardized testing, or have information forwarded other schools, all volunteer hours and fundraising balances must be fulfilled or paid in full. The deadline for reporting is Field Day.

### **WEBSITE**

To access the St. Elizabeth Catholic School website, use [www.stelizabethschoolmd.org](http://www.stelizabethschoolmd.org).