St. Elizabeth of the Trinity School

Family Handbook

2026-2027

The school policies and procedures contained in this handbook must be placed in the proper perspective. The education of each child is the joint responsibility of the home and the school. Recall the words you as a parent heard when your child was baptized: "You will be the first teachers of your child in the ways of the faith. May you be the best of teachers by what you say and do." Continuous and respectful communication and cooperation between the school and home will best assure a quality education for each child enrolled at St. Elizabeth of the Trinity School.

Dear St. Elizabeth of the Trinity Families,

Welcome to St. Elizabeth of the Trinity school, a proud ministry of St. Thecla, St. Cornelius Parish, and St. Tarcissus Parish. In choosing St. Elizabeth you have demonstrated a commitment to the values and philosophy of a Catholic education.

This handbook has been designed for the parents, teachers, and students. The handbook and rules apply to all school-sponsored events, even those activities occurring off-campus. It serves as a guide to the policies and procedures which help make St. Elizabeth both a strong academic and faith filled community.

The partnership of home and school helps create a bond that provides an excellent education with a deep spiritual development. Thank you for your prayers and confidence as we all, together, begin this new school year.

Blessings and peace,

Kristine Hillman, Ed.D

Principal

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Mission Statement

To form Catholic students who will transform the culture by reflecting the light of Christ through their thoughts, words and deeds and promote family engagement and full practice of our Catholic faith. We will achieve this goal by focusing on Wisdom, Worship and Works.

WISDOM: St. Elizabeth of the Trinity will offer the best education to our students, especially in the core subjects of math, reading and religion. We will work with parents to reinforce the topics at home, strengthening the bonds of community.

WORSHIP: We will strive to strengthen the relationship of our families with Hesus through a deeper life of prayer, love of the sacraments, and encouraging regular

worship at Sunday Mass.
WORKS: We foster ways in which students and families can practice the Corporal and spiritual Works of Mercy, extending God's mercy and compassion to those in need. We also proudly present our school through athletic programs, extracurricular activities and parish ministries.

Philosophy

At St. Elizabeth of the Trinity we believe that education stimulates the natural inquisitiveness of children and focuses their desire to learn. We believe that each student is a unique individual who must be encouraged to act positively as part of the Christian community and society in general. We believe that through an enriched prayer life, an awareness of the needs of others, and study of our faith, the student will grow in his/her Catholic life. Our ultimate goal is to involve the students in the mission of Jesus, love of God, and love of their neighbor, and to promote in each of our students a healthy self- concept and respect for society at large. To reach this goal, we set the following objectives:

- To assist parents, who are the primary educators of their child's growth.
- To develop spirituality through daily prayer, the study of the Lord's work in Scripture, and liturgical celebration.
- To assist and guide parents in the preparation of their children for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation.
- To recognize all aspects of student growth: spiritual, moral, emotional, physical, and intellectual.
- To design a curriculum which meets the diverse needs of children with provisions for different styles and modes of learning.
- To create an atmosphere where learning is fostered by creative methods encouraging the child to be a self-initiated learner.

Non-Discrimination Statement

St. Elizabeth of the Trinity does not discriminate on the basis of race, color, sex, or national or ethnic origin in the admission policies, hiring practices, administration of educational policies, loan programs, athletics, or other school administered programs.

Video Camera Footage

St. Elizabeth of the Trinity School and Parish have video installed in hallways, entryways, large gathering areas and within the outdoor perimeter of our campus buildings. Video footage is reviewed in the event there is an incident that requires law enforcement to be contacted or the school to take disciplinary action. The only instance in which any footage will be shared with a parent is when the school uses the footage as evidence that supports disciplinary action. In such cases, footage would be a school

record and access would be allowed under FERPA to the student disciplined. However, in these cases, other students appearing in the video would be blurred out if possible. If the police request footage, the Archdiocesan legal department will be called to determine if the footage may be released without a subpoena.

Administration and Staff

Principal

The Principal is the administrator of the school. The Principal is responsible for implementing Archdiocesan policies and policies which have been established by the School Board and approved by the pastor.

Director of Operations

The Director of Operations serves as professional administrator and strategic leader for St. Elizabeth of the Trinity. S/he is accountable for school financial and operational management and reporting, working closely with the Principal, Regional Director and Pastoral Center Finance Office to drive positive financial performance of the school. S/he assists the Principal with the stewardship of the physical, financial and personnel resources of the school, in accordance with Archdiocesan policies and guidelines. The Director of Operations is responsible for establishing and tracking the budget of the school, maintaining the facilities at both campuses, administering the technology infrastructure, and providing fiscal strategic planning, and ensuring life safety.

School Personnel

All teachers are required to meet the professional standards set by the Archdiocesan School Board. These include a Bachelor’s Degree with a minor in Elementary Education and State Certification.

Office Staff

A school staff member is in the office from 7:30 a.m. until 3:30 p.m., Monday through Friday.

St. Elizabeth of the Trinity

Faculty/Staff Homerooms and Rooms 2025-2026

PRESCHOOL	Rebecca Fisher	Room 103
KINDERGARTEN	Liane Skolak	Room 104
GRADE 1	Krystle Schrantz	Room 203
GRADE 2	Mary Ellen Gold	Room 206
GRADE 3	Simone Quinn	Room 202
GRADE 4	Katrina O'Malley	Room 200
GRADE 5	Lauren Saporito	Room 201
GRADE 6	Andrew Llaneza	Room 213
GRADE 7	Kathy Dati	Room 311
GRADE 8	Mike Wuich	Room 212
ART	Kathie Foszcz	Room 110
MUSIC	Rebecca Gold	Room 304
PHYSICAL EDUCATION	Tim Brenner	Room Gym
TECH	John Smith	Room STEM Lab
SPANISH	Juan Gomez	Room 211/301
JH RELIGION	Ashley Guinn	Room 211
RESOURCE	Stefanie Park	Room 205
SEL COORDINATOR	Ani Muli	Room 304
EDP/CAFETERIA	Barbara Ledenbach	EDP/Cafeteria
MARKETING	Jenica Anderson	Room 210
ADMINISTRATIVE ASSIST.	Meg Jacobs	Office

Spiritual Stewardship

Pastors

The three founding pastors are our primary spiritual leaders of the parishes and, as such, have the responsibility of fostering, guiding, and coordinating the education ministry at the parishes.

Governance

St. Elizabeth of the Trinity Advisory Board shall be responsible for the development of policies to govern the operation of the school. All such policies must be in accordance with those established by the Archdiocesan School Board and subject to the pastor's approval. The pastors, in collaboration with the Board, shall screen, interview, and hire the Principal. It shall be the responsibility of the Board to review and advise on the annual budget prepared by the Principal and Director of Operations. Final approval of this budget is the responsibility of the Principal and pastors. The Board shall also be responsible for working with the pastor and the Principal to set tuition rates and develop and support fund-raising necessary for operating the school. The members of the Advisory Board for the 26-27 school year are:

Policies and Regulations

Admission Policy

St. Elizabeth of the Trinity is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Elizabeth of the Trinity admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this school. Registration for students is ongoing as well formally held the week following Catholic Schools' Week.

General Admission

Admission will be determined both by resource capacity and a comprehensive review of the student's academic standing (for grades 1-8). Applicants must be in good academic, disciplinary and financial standing in their current school for their application to be considered. Students applying to Grades 1 - 8 who have a current IEP will also be assessed by a St. Elizabeth of the Trinity learning specialist to determine his/her academic fit within our program.

Once all of the necessary materials are submitted, applications and materials will be reviewed by the St. Elizabeth admissions team.

Students will be admitted to St. Elizabeth of the Trinity provided space is available and the school can meet the child's educational needs.

Certified records requests for transfer students to St Elizabeth of the Trinity are requested within 14 days of enrollment. Unofficial school records are requested at the time of application to St. Elizabeth of the Trinity school through our main office.

Age Requirements
The State of Illinois September 1st cut-off date will be observed. A child entering our 3 and 4-year-old Pre-Kindergarten/Junior Kindergarten program must be three by September 1st or four by September 1st. A child entering kindergarten must be five by September 1st. A child entering first grade must be six by September 1st.

Priority of Admission
1. Currently enrolled students of families whose fee and tuition payments are up-to-date. 2. Siblings of currently enrolled students of families whose fee and tuition payments are up-to-date. 3. Children of parishioners, not currently enrolled. 4. Students transferring from other Catholic schools and/or students whose current parish has no school. 5. Children from non-parishioner families.

Waiting List
A wait list will be created for those who have not been accepted in the first round of admissions due to limited space in the applicable classroom. Families will be notified if placed on a waitlist and again if/when a space becomes available for their children.

Transfer Students
Students who transfer in from another Archdiocesan school must have all outstanding debt to that institution paid in full.

Inclusion Program
St Eizabeth of the Trinity is fully committed to providing an inclusive education to families who desire a Catholic education. All families must disclose any Individual Education Plan (IEP), 504, Service Plan or academic/behavior concerns during the admission process. The principal will then coordinate a meeting with the Special Services team to determine whether the child's unique learning needs can be met. It is important that the success of the child be at the forefront of all admission decisions, this requires open and honest transparency. Failure to disclose the information at the time of application may lead to the child being asked to withdraw.

The school will formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from

parents/guardians, the school will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations / modifications, and interventions proposed. The school will determine what, if any, strategies, educational accommodations / modifications, and interventions it is able to provide to the student based upon its available resources. The school will document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Catholic Educational Support Plan ("CESP"). CESPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a CESP. School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a defined learning/behavioral need, he/she shall speak with the principal (or designee). The principal (or designee) will meet with the student's parent/guardian to share their observations with parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider

If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal (or designee) shall meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon its local resources and the child's current Needs. CESPs represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide. Catholic schools are not legally obligated to implement any services recommended on an IEP. CESPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that CESP goals, strategies, accommodations/modifications, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the CESP.

Disenrollment of Students with Medical or Developmental Needs Impacting Learning or the School Environment

The school may reach an evidence-based decision as to their ability to serve a student with special needs when it is learned that the child's needs are greater than initially understood or when the available resources dedicated to serve the child are not effective. In such circumstances, the school may disenroll the student because it does

not have the resources to meet the child's needs. Disenrollment is not the same as expulsion, which is a removal from school for disciplinary reasons. Disenrollment is not the result of a disciplinary proceeding, but a school determination that the support required by a student exceeds what the school can provide.
Common indicators include:

• The student's behavior results in disruptions in the school environment and/or jeopardizes the health and safety of the student and/or others. The behavior has not been managed by the support offered .

• The school cannot meet the student's safety needs.

• Benchmark assessments (e.g., iReady scores) show insufficient academic progress.

• Parent No Longer Collaborates Respectfully with School Staff or refuses to cooperate with school staff and such behavior impedes student progress.

- Academic assessments, new private psychological evaluations, or public school evaluations evidence new diagnoses.

Financial Obligations

Tuition for 2026-27

Tuition rates are evaluated and revised each year based on enrollment, expenses, and other considerations. Because tuition and fees only cover a portion of the cost of educating each child, we rely on fundraising and other contributions to make up the difference. In compliance with Archdiocesan Policy 1400 and to assure best practices, parents/guardians will be required to sign a tuition and fee agreement annually. Tuition increases average 2-6% annually.
For the 2026-2027 school year, tuition is as follows:

<u>K-8 Tuition</u>

1 child:	$7,560
2 children:	$13,120
3 children:	$17,680
4 children:	$21,240
5 children:	$24,300

<u>Pre-K/Junior Kindergarten Tuition</u>
In order to support the school's Pre-K/Junior Kindergarten programs' sustainability given the higher costs of education and care for these students, *a multi-sibling discount is not*

applicable to Pre-K/Junior Kindergarten students.

5 days per week, full-day:	$7,200annually
3 days per week, full-day (T,W,Th):	$5,050 annually
5 half days per week, half- day:	$5,050 annually
3 days per week, half day (T,W,Th):	$3,600 annually

Registration fee: New Families - $200 annual non-refundable fee per family
$100 for current families

Curriculum Resources/Book/Material Fee:

$250 annual fee per student for students in kindergarten through 8th grade.

$125 annual fee per student in Pre-Kindergarten/Junior Kindergarten.

$115 annual technology fee for all students in kindergarten through 8th grade

Fees go toward materials each year that are part of the curriculum.

Parent Service Hours - for the 2026-2027 SCHOOL YEAR

The goal of the Parent Service Challenge is to encourage a spirit of shared commitment among all families for the benefit of the school, students and community of St. Elizabeth of the Trinity Each family is required to complete 20 hours of service between July 1st of the current school year and May 31st of the following year. There is a volunteer hour submission website, Track-It-Forward. Families who wish to opt-out of the service challenge will be assessed $1000 annually in June. If hours that were committed but not completed, the fee or a portion thereof will be assessed in June, at $50 per hour. Fees will be assessed on the family's June FACTS bill.

FACTS Payment Process

St. Elizabeth of the Trinity has engaged FACTS Mgmt, an online tuition management system, for all student billing. FACTS provides flexible payment options, options for payment methods (automatic deduction from checking and statement savings accounts, credit card or e-payment) and 24 hour account access and web support.

Tuition may be paid in advance or in ten equal monthly installments. The first payment is due in August and the last payment is due by the end of May.

All fees including curricular materials/books/ fees, fundraising fees, and any other fees are due in full and payable the middle of July via your FACTS account.

No student will be permitted to begin the school year until all fees and the first month's tuition has been paid.

Prorated tuition
Late enrollment: Students enrolling any time in the first month of the school year will pay the full-year tuition rate. After the first four weeks of school, tuition may be prorated by week. Attendance for any day in a week counts as a full week.
Early withdrawal: For students on the monthly payment plan, no refunds will be made because the payment plan is essentially pay-as-you-go. Upon notification of withdrawal, the Business Office will cancel future FACTS drawdowns.

Fees cannot be prorated and are non-refundable.

Tuition Delinquency
Paying tuition on time is important to the financial operation of the school. All tuition payments are expected to be made in accordance with stated deadlines. St. Elizabeth of the Trinity School understands that at times, families may encounter unforeseen circumstances that temporarily make timely payment difficult. We are willing to work with families who find themselves in this situation. The family should contact either the Principal to discuss adjusting payment options.

- **If a FACTS payment fails** or is returned, FACTS will make up to 2 more attempts to process the payment. Each returned check/debit incurs a $30 fee to the family. If an account remains unpaid after 3 attempts by FACTS, the school Bookkeeper will contact the family to attempt resolution.
- **Accounts which become 30 days past due** will receive a delinquency notice from the Bookkeeper. Within 5 days of the notice, parents must contact the Bookkeeper to make arrangements to pay. If parents fail to respond to the 30-day delinquency notice, at 30 days + 2 weeks, students will be restricted from participation in extracurricular activities and athletic programs until parents contact the Bookkeeper and make arrangements to pay.
- **If an account becomes 45 days past due,** the family will receive a delinquency letter from the Principal stating that student(s) will continue to be excluded from extracurricular activities and that if acceptable arrangements are not made, the student(s) will be excluded from school. The parents will be required to meet with the Head of School to make agreeable payment arrangements.
- **If an account becomes 60 days past due,** the student(s) will be excluded from school until appropriate payment arrangements are made.

<u>Additional for 8th grade</u>

- Tuition payments and arrangement must be current in order to participate in any graduation activities, including the graduation ceremony, and for a student to receive her/his cap and gown.
- Diplomas will not be awarded until all financial obligations are paid in full.

- Official student records will not be sent to high schools until all financial obligations are paid in full.

No students may register for the following school year unless their tuition account is current and no student will receive a classroom placement or be permitted to attend for the following year until the current year financial obligations have been paid.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) will be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. The Principal may establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days will be announced ahead of time so that the family and teachers can make appropriate plans.

Financial Assistance

Financial assistance may be available for families who qualify. To be considered for financial assistance, you must submit a FACTS Grant and Aid Application, upload all required supporting (tax) documents, and pay the online application fee to FACTS through your FACTS account. <u>This must be done every year that you would like to be considered for aid.</u> The deadline to apply for financial aid for the next school year is usually mid-March of the current year.
Completion of an annual FACTS Grant and Aid Application is required for ANY form of financial assistance.

The major portion of aid for St. Elizabeth families and new families comes through the Caritas Scholars program. This program was initiated in the Archdiocese in order to expand opportunities for Catholic education to qualifying families entering the Catholic school system for the first time at kindergarten through eighth grades, and you may be eligible for three years. <u>If your family currently has a Caritas Scholar, you will be eligible to reapply for two years, but you must re-submit a new application each year.</u>

Additional financial assistance may occasionally become available through outside/private scholarships which will be announced to those who meet eligibility requirements.

Parent Information

General Expectations

It is expected that each family becomes actively involved at St. Elizabeth of the Trinity in order to reinforce the values and attitudes for living a truly Christian life. Our families and their children also agree to act, at all times, in accordance with these values and attitudes. Failure of a family to cooperate with St. Elizabeth of the Trinity may lead to the removal or non-registration of the family member(s) attending the school.

Adult/Parent Expectations

The education of each child is the joint responsibility of the home and the school. Being the best example for your children reinforces the values and attitudes for living a truly Christian life. In partnership, our families, their children and the faculty and staff of St. Elizabeth of the Trinity agree to act, at all times, in accordance with these values and attitudes.

All parents of a child enrolled at St. Elizabeth of the Trinity are expected to understand that teachers are professionals and should be given due respect for their training and commitment to the education of their children. Appropriate language should always be used in parent/teacher interactions, verbal abuse is never acceptable. Agree to disagree respectfully.

When there is a concern please follow this procedure:

1. Bring your concerns directly to the teacher/s involved with a scheduled conference. Unscheduled visits to classrooms will not be accommodated. Distracting teachers at drop off or pick up is prohibited as teachers have a responsibility to keep full attention on the children during these transitions.
2. Inform the Principal by phone or email and schedule a conference if necessary.

Direct communication with the teacher and administration is the best option for problem solving.

Likewise, the faculty of St. Elizabeth of the Trinity understands that parents are the primary educators of their children and will:

- Use appropriate language in all parent and student interactions, understanding that verbal abuse of another person is never acceptable. Respond to parent letters, phone calls, and email communication in a timely manner; invite parental participation and maintain open communication;
- Properly prepare for each class in order to attain curricular objectives and work with each child to foster a spirit of achievement;
- Provide a safe and caring environment;
- Structure discipline and classroom environment with a Christian, Catholic attitude.

Parent/Guardian Conduct
As partners in the education of children, St. Elizabeth of the Trinity parents/guardians are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media may be required to remove the offensive material or withdraw their child(ren) from the school.

Every effort will be made so that a student is not deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. In some cases, meetings between the school staff and the parent/guardian outside of regular school hours in a monitored setting may be required.
When, in the judgment of the Principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

• Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.

• Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school. Any instance of unacceptable conduct (as noted above) should be reported to the Office of Catholic Schools Regional Director immediately.

Communications with Parents

Constant Contact Blasts and Weekly News Updates
Communication between home and school is essential to the effectiveness of the school program; most communications between school and home will be delivered electronically. *The Trinity Tribune* will be sent home weekly via our Constant Contact notification system and all items included in the weekly mailing will be accessible through *The Trinity Tribune* link on our website. A reminder of school events is issued in *The Trinity Tribune* so that parents will be adequately informed as to current happenings in the schools. In addition, newsletters and teacher communication are updated on the teacher's individual web pages found on our website.

All letters or notices from parent groups/outside organizations going home through the school require prior authorization. Letter or notices should be submitted in a word or pdf

file by Wednesday for the notice to go home in the Trinity Tribune on Thursday.

Please note that all planned activities can change. School administration will do their best to advise parents of changes.

Individual Email

St. Elizabeth of the Trinity has implemented school-wide use of email to improve the communication between parents, faculty, and staff. Each faculty member will have the option of using email to communicate with parents. Email addresses are posted on the school's website.

Email guidelines for Parents & Faculty: Email usage is at the discretion of each individual faculty member. Teachers prefer to email parents. Please send only non-vital messages by email. **Please do not use email to tell teachers a student will not be in school or a last minute change for pickup. A teacher may not have time to read your message in a timely fashion.** Instead, call the office to be sure your message is received and clearly understood. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with a teacher. An email message on these matters is not appropriate. Using email to schedule a conference or meeting is appropriate. Please remember that email is not guaranteed confidential. Confidential information (such as medical or health concerns) should be conveyed by phone or personal contact. Jokes, amusing or special stories, chain letters, or commercial solicitations and in general non-school related emails are inappropriate and reduce valuable teaching time. Faculty and staff agree to return parental email messages within 24 hours during the school week. Faculty members may opt to return messages via email, phone, or in writing. Email access to faculty and staff will not be available during weekends, holidays or vacations.

Guidelines for Communicating Electronically with Minors

The Archdiocese of Chicago formulated the following Guidelines for Communicating Electronically with Minors. Electronic communication includes (but is not limited to) use of cellular phones, webcams, email, text messaging, instant messaging, and electronic publication of content on websites, message boards, blogs, and social networking sites. All decisions related to the means used to communicate electronically with minors should be made by Administration, rather than by individual employees or volunteers. Teachers, catechists, coaches, youth ministers, and others should not collect student personal email addresses and phone numbers from students; this information must be provided, in writing, by parents if they have agreed to do so. In the event minors are contacted directly by employees or volunteers, parents must be carbon copied (cc'd) on

the content of all messages (although duplicate messages need not be sent using the same means of communication used to contact the minor). The content of electronic communication should be brief and on topic. When communicating with a minor, teachers will write or speak as if they are also communicating with parents; the boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Safe Environment Training and the Code of Conduct.

Communication that violates the Code of Conduct will not be tolerated, regardless of the medium used to convey it.

Cellular Phones/Text Messaging:

• Whenever possible, teachers will use school or office lines to conduct ministry/school-related conversations with families.

• School will not call minors directly (e.g. on a minor's cellular phone)

• Staff will not communicate with minors via text messages or through social media sites.

Email:

Teachers will contact parents or respond to e-mail messages during non-instructional time only. All teachers and staff members have assigned a St. Elizabeth email account. A list of faculty/staff email addresses will be provided at the beginning of each school year. Although teachers are often able to respond quicker, please allow 24 hours for a response.

• Staff will contact minors through their parent's email address provided or if available a school email address. Only official Archdiocesan or parish staff accounts should be used for communication with personal email.

• If possible, staff will copy parents on emails sent to minors.

• School will not add minors to personal electronic mailing lists (e.g. When sending or forwarding an email unrelated to educational or ministry-based activities, staff will not add minors to the list of recipients.)

• Employees or volunteers should not use personal social networking site accounts to contact minors. Instead, a parish or school can create a group or organization page used strictly for education or ministry-related communication. These accounts must be registered to the school or parish, and not to individuals within an organization. All group pages or ministry/education-related accounts should be titled to reflect their official nature. Passwords to such accounts should be accessible to at least two employees.

• No personal contact information should be listed in the profile fields. Only official email

addresses, office phone numbers, and job titles should be listed.

• Account settings should be set to maximize privacy.

• While schools and parishes are free to publicize their presence on social networking sites, minors should not be sought out as “friends” (i.e. individually invited via site communication tools to associate with the group or page).

• School will not post pictures of minors with full names or “tag” pictures of minors (i.e. label photos to increase their accessibility or visibility on a site).

• School will not use instant messaging programs (e.g. Facebook chat).

• Official walls and pages will be frequently monitored for inappropriate posts. Inappropriate posts will be promptly removed/deleted. A specific individual will be responsible for monitoring sites and removing inappropriate content.

• If third parties create unofficial groups or fan pages about our school, staff will periodically review them for inappropriate content (e.g. unauthorized use of logos, bullying, harassing or defamatory language, etc.). You may report these pages/groups/users to the hosting site and ask that they be removed.

• All content posted by employees and volunteers must reflect Catholic teachings and values.

Parent – Teacher Conferences

A mandatory conference is held each school year after the first trimester, for parents, students and teachers. This gives parents and teachers an opportunity to discuss the student’s rate of progress in school and other matters of concern. Additional conferences may be arranged at the request of parents, teachers, or students, should the need arise. There are no impromptu conferences. If parent – teacher concerns arise, please make an appointment by sending a note, email, or by placing a telephone call to that particular teacher. Do not come to the classroom unless there is a scheduled appointment time. There are no conferences before or after school without an appointment. Additional parent-teacher conferences are held in March by request.

Phone Calls

Messages may be left for teachers at the office at any time. Teachers may not have the time, during the instructional day, to respond to a phone message. Your child’s academic progress, learning expectations, or behavior issues are best addressed by scheduling a personal conference with a teacher.

Forgotten Articles and Messages

Forgotten articles such as homework, gym clothes, or projects, will become the responsibility of the students. Students will not be allowed to call home for these items. St. Elizabeth asks that parents/guardians not deliver them to the school after drop-off in the morning.

Parents/guardians are also asked not to call the school office with messages for students except in extreme emergencies. Information regarding who will pick up the student, where to go after school, etc. should be arranged before the child comes to school.

Volunteering at the School

Volunteers

A private school cannot operate without volunteers. Room parents, teacher aides and clerical help are some of the possible areas where assistance is needed. It is necessary for adults who volunteer with children to complete the Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and they will be asked to complete an online Criminal Background Check, to fill out DCFS and Code of Conduct forms, and to attend Virtus training. The CANTS form must be completed annually. All volunteers need to sign in at the appropriate office where they will be working, either the north or south campus, likewise, volunteers need to sign out at the office at the end of their service. Volunteers are required to wear a visitor pass while inside the school building(s). While at St. Elizabeth of the Trinity, volunteers are expected to adhere to school policies.

Archdiocese of Chicago Office of Catholic Schools Requirements for School Volunteers Over 18 Years of Age

1. Complete the Archdiocese of Chicago application for Employment or Volunteer Service. (Office for the Protection of Youth and Children)

2. Complete an online Criminal Background Check. All volunteers who work with children must complete an online background check. No one may volunteer unless the criminal background check has been completed and approved. Volunteers are required to complete the eAppsDB form online.

3. Attend Virtus/Protecting God's Children for Adults™. All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.

5. All volunteers must be Mandatory Reporters through DCFS.

4. Standard of Behavior: All volunteers who work with children must read, sign and date the Standard of Behavior form online.

5. Child Abuse and Neglect Tracking System (CANTS): All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) paper form annually.

Applicants for a chaperone volunteer position should use the Checklist for School Volunteers Over 18, complete the requirements, attach the required documentation and return the complete checklist to the Head of the school.

Room Parents

The Parents' Club organizes the room parents to assist the teachers in class activities such as field trips, parties, telephone relays, etc. Room parents are required to fill out Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and will be asked to complete an online Criminal Background Check, to fill out DCFS and Standard of Behavior forms, and to attend Virtus training.

Parent Volunteers/Lunch/Recess Supervisors

Parent Volunteers are welcome to assist students in the lunchroom and at recess. All Volunteers are required to fill out Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and will be asked to complete an online Criminal Background Check, to fill out DCFS and Standard of Behavior forms, and to attend Virtus training and the completion of a CANTS form.

Field Trip Chaperones

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for you giving of your time and support to these important activities and learning experiences for our students.

To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Chaperones must be at least 21 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled. Chaperones must be approved by the Principal of the school for each school field trip.

Guidelines for Volunteer Chaperones

Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply to all school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.

2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. "If you can't see the student, you are not supervising!"

3. Students must stay with you at all times. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. Take attendance throughout the day!

4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.

5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.

6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.

8. In order to comply with school policy, chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol; use tobacco or tobacco

products in the presence of, or within the sight of, students; possess any weapon or firearm, or administer any medication, prescription or nonprescription, to students.

Lost and Found

Students should check the Lost and Found as soon as an item is noticed missing. All belongings brought to school should be clearly marked with the student's name. Unclaimed articles will be donated to charity after a sufficient time. Lost and Found articles are located in the office and the gym.

Legal Issues/Child Custody

St. Elizabeth of the Trinity abides by the provisions of the Family Educational Rights and Primary Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of a non-custodial parent to his or her child's records. Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary on file in the school office. It is the responsibility of the custodial parent to provide the Head of School with the official copy of the court order. Unless informed in writing with adequate evidence that a parent is not permitted to have unqualified access to the child(ren), the school may release a child to a non-custodial parent. St. Elizabeth of the Trinity will give a non-custodial parent the opportunity for a Parent – Teacher conference upon request, at a time other than that of the custodial parent. If St. Elizabeth of the Trinity has on record a court order indicating limited visitation rights or non- visitation rights, and a parent makes an application to volunteer service in the school, this application will not be accepted.

Student Records

A file of attendance, achievement test scores, health records, and report cards is kept in the school office. Parents/guardians are welcome to review this information. Requests to examine a file should be made to the Head of School. The Office of Catholic Education has established guidelines for school records of students.
Right to inspect: In accordance with local school procedures, parents/guardians have the right to look at the child's records maintained in the child's permanent record. A prior appointment must be made with the Principal.

Right to prevent disclosures: The school will not disclose anything to third parties from the child's records unless:

- the parent/guardian consents in writing prior to the disclosure;
- the information is directory information which the parent/guardian has not requested be kept confidential;

- request for information is from a school to which the child is transferring and the school has received a written request for release;
- the request for the information meets one of the limited circumstances described in the Guidelines for School Records.

Unofficial records of a student's grades will be sent within ten days of request. Official transcripts will be sent when all financial obligations have been met.

Right to request correction: The parent/guardian has the right to present evidence that the school should amend any part of the child's record which the parent/guardian believes to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, the parent/guardian may insert an explanation in the record.

School Information

Calendar

A tentative annual calendar for the next school year, including scheduled holidays, vacations, in-services, and standardized testing dates will be on the school website in early spring of each year. An online calendar of current events and various school functions on a month-by-month basis is also available on the website. It is important to read and refer to the calendar to be aware of daily, weekly, and monthly events. The school reserves the right to amend the annual calendar and parents will be notified of such changes.

School Hours

Outdoor supervision of the designated drop off area will begin at 7:50 a.m. each school day. The exact school hours follow:

Preschool through 8th grade, Monday - Friday
8:00 a.m. - 3:00 p.m
Half-Day Preschool Monday - Friday
8:00 a.m. – 11:30 a.m.

Curriculum

We understand the importance and necessity of balancing many different aspects of our lives, spiritually, academically, physically, and emotionally. We embrace our interdependence with other people and the world and seek to enrich ourselves through our differences.

Literacy Program

Primary Grades

myView Literacy provides comprehensive, explicit instruction grounded in the Science of Reading. mView allows teachers to teach Reading and Writing with a rich underpinning of research and rigor, as it inspires creativity.

Junior High

myPerspectives is a English Language Art curriculum that values the perspective of the learner, collectively and individually, and provides next-gen learning experiences that promote higher achievement and develop the competencies needed for college and career readiness. Interactive learning blends print and technology in a student-centered, teacher-inspired classroom.

Voyages in English

It is essential for students to master the conventions of standard English to be prepared for high-stakes assessments, college, and careers. *Voyages in English* covers everything students need to know to write for success. It's a supplemental program that engages them in learning and reinforcing skills with increasing difficulty as they advance through grades. Used in K through 8th grade. .

Classroom Libraries Grades PK – 8

Each teacher and classroom will receive a classroom library of anywhere from 50 – 100 books. Based on recommendations from the CCSS, the classroom libraries provide a true balance of literary (50 %) and informational (50%) texts. The collections include the newest and most popular titles, series, and authors as well as tried and true classics, favorites, and award winners. The libraries include texts at students' reading levels and texts with complexity levels that challenge and motivate students. Students will use the books to apply the comprehension and vocabulary strategies.

Mathematics

Mathematicians are problem solvers first. When children can't find the meaning in numbers and symbols, problem solving is a struggle.

Math in Focus: *Singapore Math*® helps students learn the language of math. Through hands-on learning, visualization, and pictorial representations, their understanding, confidence, and love of math grows..

Grade Levels: K-5

Glencoe Math empowers you to teach Common Core Math, engage every student, and develop a classroom of critical thinkers, Glencoe Math makes math real for students. Thousands of digital planning tools and interactive resources are available online in

one, easy-to-use portal, ConnectED. Use them as-is or make them your own to spark student thinking. Grade Levels: 6-8

Social Studies
St. Elizabeth of the Trinity uses the TCI History Alive Social Studies program for grades K through 8. This program will ensure the delivery of important content while addressing ELA common core standards for reading, writing, speaking and listening. The TCI programs transform social studies class into a multi-faceted learning experience. TCI lessons start with a big idea — Essential Question — and incorporate graphic note taking, group work, and step-by-step discovery. Students are the center of instruction that taps a variety of learning styles, allowing students of all abilities to learn and succeed.

Students will not just be reading textbooks and answering questions, they will discover information for themselves. Through simulations, they will feel the emotions of historical figures, reason through problems and debate complex issues. In TCI activities, students interact in pairs and groups so they are engaged in their own learning. The interactive approach provides students with a variety of ways to experience content that helps them retain and recall key information. TCI's programs have been effective in raising student achievement and test scores, while inspiring students and educators alike with a passion for learning. Online resources are provided for teachers. Students in grade 7 will be taking the Federal Constitution test and 8th graders will take the Illinois Constitution test. Students must pass both tests to graduate.

Science
Interactive Science offers an engaging, hands-on learning experience for students and an easy-to-manage program for teachers. The print and digital update of *Interactive Science* delivers the best in classroom technology, and brings the fun back into class while building the skills students need to think like scientists and engineers. K-8

Religion
Our religious program is rooted in the rich and diverse tradition of the Catholic faith. Our program provides an excellent foundation for a lifetime of faith. Our program invites the students to begin their journey of faith through an exploration of Scripture and tradition using research-based educational strategies and age-appropriate techniques. Our program helps form the whole student with cross-curricular activities and inquiry-based learning so each student is encouraged to encounter Christ, serve the Church, and become disciples in our digital age. The goal for the religion curriculum is to instill in students an enthusiasm for living the Christian faith, while providing an in-depth

religious education, including experiences in prayer, the sacraments, and service. Religion is integrated throughout the curriculum. Students participate in liturgies, celebrating a variety of themes directly relating to everyday living, as well as special occasions such as feast days of saints. In addition students are required to attend Weekly School Mass.

Christian Doctrine - Each child shall be instructed in the truths of the Catholic faith according to guidelines set down by the Archdiocesan Religious Education Program. Through this instruction, the school makes known to the students, the person and the message of Christ, as well as an understanding of the Catholic Church.

Sacramental Preparation - In keeping with the most recent recommendations of the Archdiocesan Office of Religious Education, the children of St. Elizabeth of the Trinity participate in a program of sacramental preparation which is based on parental involvement and responsibility. Instruction is provided in a group setting by the classroom teacher and the parents on an individual basis. The parents, teachers, and parish priests determine readiness of the child for the sacraments.

Preparation for reception of Eucharist and Reconciliation takes place in second grade. Confirmation preparation and reception is a 2 year commitment and takes place in both 7th and 8th grade.

Sacramental guidelines are given at parent meetings. Meetings are announced by email to parents and on school calendars.

Liturgical Involvement - An important aspect of the Religious Education Program of the school involves participation in the liturgy of the Church. In order to make this as meaningful as possible, provisions are made for prayer services and liturgies at which the whole school participates.

Many opportunities are provided for the students to put into practice, on an individual or small group basis, the principles of Catholic Social Teaching that are discussed in school. Occasionally, the student body as a whole engages in special projects of an apostolic nature.

Practical/Fine Arts

Art **-** The art program allows students to gain an appreciation for the arts with a wide variety of projects and mediums. Students are also introduced to an array of artists and cultures from around the world through the lens of art history. Each week students have the opportunity to express their creativity with well balanced cross-curricular units.

Music **-** The music program allows students to gain a cross-curricular appreciation for music and the arts through singing, moving, playing instruments, learning how to read

music, and listening to and studying a variety of musical genres. Students are introduced to music, composers, and instruments throughout all musical eras from numerous cultures around the world.
Physical Education - Grades K-2 work a lot on learning general and personal space through tag games. They also work on gross motor skills. They play cooperative games and learn about showing good sportsmanship. Grades 3-8 play a lot of team sports as well as continue to work on sportsmanship.

Foreign Language Program
Spanish language classes are provided weekly for students in preschool through 4th grade and twice a week for grades 5-8.

Spanish will be provided through Discovery Language and they will provide the curriculum for our students.

Technology
St. Elizabeth of the Trinity believes that, while technology is essential to education, it is a privilege to receive access to computers and to the Internet. Teachers, students, and parents will be required to agree to and sign an Acceptable Use Policy before entering St. Elizabeth of the Trinity.

Technology Student Acceptable Use Conduct
St. Elizabeth of the Trinity is providing a computer network and Internet access that represents wonderful opportunities for students. Since this is a privilege, and not a right, students are to utilize the resources appropriately and in a responsible way that is consistent with our educational policies.
1. Students are to use the computers and Internet access for educational purposes only, under the supervision and directions of teachers and/or staff personnel. Students will abide by all rules and regulations posted for computers and Internet use.

2. Students are to value and respect the work of others and view or use it only with that person's consent.

3. Students are to use only school authorized software and media.

4. Students are to respect and obey all copyright and trademark laws.

5. Students are to practice Network etiquette.

6. Students will use appropriate language and material.

7. Students will keep their names, addresses, phone numbers, and passwords confidential. Students will treat information about others as confidential.

8. Students will view, search, and browse only appropriate sites. Students will notify teacher/staff personnel of any defamatory, offensive, or inappropriate material that violates school policy.

Consequences of Policy Violation: Students will be held accountable for their actions. A student's network or Internet access may be suspended or terminated for any violation or attempted violation of this policy. Violators will also be subject to disciplinary measures, such as suspension or expulsion, in accordance with the guidelines stated in this Handbook.

Technology Use Outside of School
Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Social Media Investigations
Will be conducted in accordance with (105 ILCS 75/) Right to Privacy in the School Setting Act: The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website or app. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy and therefore the school may require the student to share content in the course of the investigation.

Field Trips
Field trips enrich classroom learning and open new areas of interest for the student. Those field trips, which are educational and relate to the total curriculum, are encouraged and are part of the total school program. Parent-signed permission slips, provided by the school, must be turned in by the designated date before a student may go on a trip. Verbal permission is not acceptable. No other activity is planned for non-participating students since the field trip is considered part of the educational process. No other children may accompany parent chaperones. All students participating in a school sponsored field trip must ride on school provided transportation only. Field trips are extensions of the school's philosophy, and therefore, students' conduct must reflect earning the privilege to represent themselves as members of St.

Elizabeth of the Trinity Catholic community. Incidents that are of the most serious nature, as determined by school administration, and are in direct contradiction to the school's philosophy, demonstrates that students have not earned the overall privilege to represent St. Elizabeth of the Trinity at school sponsored off campus activities. School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and/or parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior and the administration feels comfortable that these students' future conduct at school-sponsored events on and off of school grounds will reflect the school's values.

Attendance

Absence

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Students need to attend school daily. The school office should be notified by phone before 8:30a.m. on the day of a student's absence. For long term absence from school a physician's note is required before a student may return to school. Five absences within a trimester will result in a telephone call from the administration for students in grades kindergarten through eight. After administrative review, a detention may be given. Students are responsible for any missed class/homework. Students should be fever free for 24 hours before returning to school or a release from a medical doctor. Excused Absences from school may include:

1) Illness (verified by the parent/guardian; if more than 3 consecutive days, verified by physician;
2) Death in student's immediate family; other emergency beyond the control of the student's family: fire, flood, natural disaster, accident, or mandated court appearance for which documentation is required;
3) Extraordinary educational opportunity for the student pre-approved by the principal (e.g., state science or history fair finals; debate team finals, etc.)

Unexcused Absences from school are defined as an absence without a valid cause.

Excessive Absenteeism
Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

Partial Absence/Tardies
Any absence, at any part of the day, is disruptive to the homeroom and/or classroom setting. A partial absence is defined as missing less than half a day of school. This can result from arriving late, leaving for special appointments, or leaving early. Any student absent part of the day must check in or out at the office.

Early Dismissal
Early dismissal is considered a partial absence. Under no circumstances may a child be released to anyone, other than the parents or guardians as listed on the child's emergency form, without parental authorization. Parents are asked to pick up their child and sign them out.

Special Appointments
Parents/guardians are encouraged to make doctor/dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused and must be signed out by the parent/guardian. This will be considered a partial absence.

Extended Absence/Vacations
If parents/guardians wish to take their children out of school for a period of time because of family plans, the parents/guardians, and teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. Vacations are strongly discouraged when classes are in session. However, if the vacation is unavoidable, when the student returns, he/she will be given missed class assignments. **No homework/assignments will be given prior to an extended absence.** The student will make up the missing work upon their return

corresponding to the number of days absent.

Sudden Illness or Accident
Parents will be notified of sickness or an accident at school. A second phone number must be on file for emergencies only. Names and phone numbers of family physicians should also be recorded on the emergency form.

Shadow Days
Before making that final decision about which high school to attend, parents may request that their children attend a Shadow Day at a particular high school. Those requests must be made in writing and submitted to the Administration at least three days prior to the visit. Since the student is not in attendance, it will be considered an excused absence. The student will be responsible for missed homework, tests/quizzes and classroom work. We highly recommend Shadow Days take place on days St. Elizabeth is not in attendance if at all possible.

Emergencies/Disasters
An Emergency Form is kept on file in both school offices. Students will only be released to individuals listed on that form.

Emergency Notification
St. Elizabeth of the Trinity will use email and/or See Saw notification for emergencies. At registration, parents/guardians are asked to provide two phone contacts and two email contacts.

Special Services

Lunch Program
All students must remain at school for lunch. The lunch period is a time for informal but safe socializing among students. Behavior that results in the violation of the rights and privileges of others cannot be tolerated. Students whose behavior is rough, quarrelsome or disorderly may be suspended from participating in recess activities. Students will remain in the designated areas. They are encouraged to participate in games and group activities. During the winter months, it is forbidden for children to throw snow. On bad weather days, students will have recess indoors. There is to be no loitering in the halls, stairwells, or washrooms and proper classroom behavior is to be observed.

Students may bring their own lunch or pre order from our food service, Marla's Lunch. Lunch should consist of healthy foods, and one treat. Too much sugar effects students' energy levels in the afternoon. Outside fast food or soda is not allowed as it goes against our Wellness Policy. Sending Uber Eats/Door Dash or other food delivery

services to students during school is not permitted. Staff cannot be responsible for accepting food from these drivers.

Weather/Recess Policy It is the school's policy that during cold weather, the decision for outside recess based on weather factors such as wind chill, snow, rain, cloud cover, wind etc., will determine whether or not it will be beneficial for students to go outside. When the air temperature and/or wind chill is below 20 degrees Fahrenheit there will not be outdoor recess. Extremely cold weather can be very dangerous. Parents should be certain that their children are appropriately clothed with mittens, hats, coats, and boots that are labeled so they can be comfortable outside.

Extended Day Program (EDP)
Extended day care is available for students in grades Pre-K through 8th, from 7:00 a.m. to 7:50 a.m. and from 3:00 p.m to 6:00 p.m. on all full-session school days. Registration information is available in the school office.
Families are invoiced electronically, monthly, in arrears, for use of the EDP program. Payment is due within 10 days of invoice receipt. If payment is not made in full by the end of the month following usage, the family will be excluded from further EDP attendance until the charges are paid in full.

Band Program is provided by Band for Today.
Students may participate in a band program. Details will be made available to families at the beginning of the school year. Students practice throughout the day.

Discipline Policy

Our philosophy is based on the gospel values of Jesus. St. Elizabeth of the Trinity is a school community of individuals who have rights—to learn, to feel comfortable and safe, and to have opportunities to reach their full potential. We recognize the dignity and equality of all persons. To function as a successful educational Catholic community, each child has the responsibility to respect the rights of others. Our goals, as educators and parents, must be to consider the common good and to ensure that our actions and treatment of others will help create God’s Kingdom on Earth. The school and parents must share the responsibility for promoting positive student behavior at all times in all places. Administration and teachers must maintain a safe school atmosphere. While at St. Elizabeth of the Trinity this supervision can be maintained as structured classroom management. Off-campus school sponsored events are extensions of the school’s philosophy and therefore students’ conduct must reflect earning the privilege to represent themselves as members of our Catholic community. Consequences occur when actions take away another person’s rights and opportunities. Teachers will articulate and display rules and expectations that are necessary for successful

classroom management. Children will be aware of the consequences for their chosen actions. It is important that parents, teachers, and students have a common commitment to ensure a peaceful and productive environment. Our School places a strong emphasis on student discipline. The school and the parents must share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school environment in which teaching and learning are the highest priorities.

All School Rules

As stated in the school's mission statement, the school is committed to reach out through prayer, service, and education. This Discipline Policy will foster our mission through respect of self, others, and the environment. Respect of Self, Others, and the Environment:

• Students will be courteous, responsive to faculty, staff members, lunchroom supervisors, and each other.

• Students will respond silently, immediately, and respectfully when given a direction.

• Students will exhibit courteous, respectful, and non-abusive language and gestures in school, or at school events, acting as representatives of the school at all times.

• Students will listen and follow directions of teachers, staff, and supervisors.

• Students will keep hands, feet, and all other objects to themselves.

• Students will do their own work and respect the work of others.

• Students will accept responsibility for their actions.

Contribute to the Learning Environment

• Students will come to school prepared to learn.
• Students will arrive promptly at designated areas.

• Students will leave and enter class in a quiet and orderly manner.

• Students will display a positive attitude.

Follow All School Procedures:

• Students will wear the proper uniform.
• Students will know and follow lunch and playground rules.

• Students will follow and respect all classroom rules. Incidents of inappropriate and/or disruptive behavior is dealt with in the classroom whenever possible. The teachers work with the children to make sure that classroom and school rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to help them follow the rules.

Major Incidents
These require immediate removal from the classroom or environment where the incident took place. These include: Physical or Psychological Danger Examples include:

- Fighting.
- Leaving school without permission.
- Possession, use, sale, or distribution of dangerous, noxious, or unlawful objects*, including pornography.
- Tampering with protective fire equipment, violating fire codes or emergency services systems.
- Students shall not carry, possess, or use weapons in school, or on school premises. Weapons include, but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm. School authorities have the right to inspect and search lockers, desks, parking lots, and school property. Parents/Guardians of any students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.Unlawful objects include, but are not limited to, cigarettes, chewing tobacco, smoking materials, alcohol, cannabis, drugs or related paraphernalia, matches, lighters, knives, weapons, Chinese stars, fireworks or related items, razor blades, laser pointers, etc.
- Abusive in tone, gesture, or language examples include any form of obscene or vulgar language, including racial, sexual, or ethnic slurs. Physical contact. Stealing. Deliberate damage to school or personal property. Wearing gang related clothing or colors, or using gang signs.
- Bullying. Out of Control, Or Unwilling to Gain Self-Control Despite Request To Do So, examples include: truancy, cutting classes, disrespect for teachers, chronic classroom disruptions, provoking behavior, unwilling to take direction and failure to follow the terms of the Internet Access Policy.

In addition to the above, a Major Incident may be anything that, in the opinion of the Principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff, or undermines the school’s philosophy and goals. An Office Referral Form will be completed and action will be taken by school administration that may result in suspension/expulsion.

School-wide Discipline Cycle:

Step 1: Detention, email to parents, removal from next athletic game/ extracurricular activity. Email will be sent to the office, and the office will notify the coaches/moderators that the student is removed from sports and any extracurricular activity.*

Step 2: Detention, email to parents, removal from next athletic game/ extracurricular activity. Email will be sent to the office, and the office will notify the coaches/moderators that the student is removed from sports and any extracurricular activity.*

Step 3: Parent-teacher conference scheduled with all teachers and administration, conference is documented. Detention, email to parents, removal from the next athletic game/ extracurricular activity. Email will be sent to the office, and the office will notify the coaches/moderators that the student is removed from sports and any extracurricular activity.*

Step 4: Principal's discretion. Detention, email to parents, removal from the next athletic game/ extracurricular activity. Email will be sent to the office, and the office will notify the coaches/moderators that the student is removed from sports and any extracurricular activity.*

*Some instances may result in directly moving to Step 4 such as fighting, leaving school without permission, possession of inappropriate items on campus, tampering with emergency equipment, possession of weapons on campus or on school premises, abusive or obscene/vulgar language and/or behavior, bullying, truancy, cutting classes, disrespect to faculty, staff, and students, chronic disruptions, failure to comply with the Internet access policy (see handbook for specific details).

**Students may be held from a field trip if they receive a detention prior to the date of the trip.

Email will be sent to parents notifying them of the detention slip being sent home. Email will be sent to the AD if the student is on an athletic team, and the AD will notify the coaches/moderators that the student is removed from sports and any extracurricular activity.

Suspensions

Students may be suspended (in-school or out) based on the discipline rubrics (See Appendix A-C. All work from the suspension will be counted if completed the day upon return.

Procedures for a suspension shall include:

1.) An investigation of the alleged misconduct by a qualified school employee
2.) Contact between the parent(s)/guardian(s) and the principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension. This conference should include time for the student/parent to present any evidence to refute the allegations
3.) Written notice to parent(s)/guardian(s) citing the misconduct and the length of the of the proposed or actual suspension
4.) Written notification to the Director of School Operations (DSO) and Pastor.

Students are not permitted to participate in school-sponsored extra and co-curricular activities for the duration of their suspension.

Expulsion of Students for Disciplinary Reasons

Any student may be expelled for serious or repeated violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; repeated or serious behavior that is inconsistent with Catholic teaching; serious and repeated lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., the principal may, in their discretion, offer parents/guardians the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled. Parents/Guardians of Archdiocesan schools may submit a request for review of the expulsion, in writing, to the Superintendent

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school

property, at school-sponsored events, or in any context associated with the school community.

The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching.

Behavior that is contrary to the moral and spiritual mission of the school will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and/or Pastor, seriously undermines the mission or well-being of the school community, the school reserves the right to take the following actions:

- Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently.
- Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

Bullying Prevention:
Catholics believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. Bullying is:

• any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time,

• directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property; cause a substantially detrimental effect on the student or student's physical or mental health; interfere substantially with the student or student's academic performance; interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation, and retaliation for asserting or alleging

an act of bullying. Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos. Bullying acts or conduct described above can include the following:

• Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;

• Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;

• Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;

• Sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:
• During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities

• Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment. All members of the Catholic school community, parent/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in detentions, suspension and/or expulsion from the school.

Search and Seizure
The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of St. Elizabeth of the Trinity. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government

authorities. Desks and lockers are school property, which the school expressly retains the right to search at any time.

Sexual Harassment

The Archdiocese of Chicago and St. Elizabeth of the Trinity are committed to maintaining a school environment free of sexual harassment. Physical contact of a sexual nature, lewd or suggestive remarks and such conduct that serves to create an intimidating, hostile, or offensive learning environment may be considered sexual harassment on the part of adults or children. If any individual believes that he or she has been subjected to conduct which may constitute sexual harassment, that individual is to immediately report the offensive conduct to the pastor or Principal. Sexual harassment of any form, verbal, touching, etc., may result in detentions, suspension/expulsion.

Hazing

Hazing in any form is strictly prohibited at St. Elizabeth. Anyone with knowledge of hazing activities needs to report such activities to the school administration immediately. 23 The Illinois 46 Compiled Statutes (720 ILCS 5/12C-50.1) defines hazing as follows: “A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution in Illinois for the purpose of induction or admission into any group, organization, or society associated with the institution, if: the act is not sanctioned or authorized by that educational institution; and the act results in bodily harm to any person.

Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony. “Failure to report a hazing incident occurs when a school official (any and all paid school administration, teachers, counselors, support staff, and coaches, as well as any and all volunteer coaches employed by a school, college, university, or other educational institution in the state of Illinois) commits failure to report hazing when: 1. while fulfilling his/her official responsibilities as a school official, he/she personally observes an act which is not sanctioned or authorized by that educational institution, 2. the act results in bodily harm to any person, and 3. the school official knowingly fails to report the act to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement.

Failure to report hazing is a Class B misdemeanor. If the act which the person failed to report resulted in death or great bodily harm, the offense is a Class A misdemeanor. “It is an affirmative defense to a charge of failure to report hazing under this Section that the person who personally observed the act had a reasonable apprehension that timely action to stop the act would result in the imminent infliction of death, great bodily harm,

permanent disfigurement, or permanent disability to that person or another in retaliation for reporting. Nothing in this Act shall be construed to allow prosecution of a person who personally observes the act of hazing and assists with an investigation and any subsequent prosecution of the offender." St. Elizabeth defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Some practices associated with hazing carry the potential for serious bodily harm or even death. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling and "redbellying"), "kidnapping," consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior.

Battery Against School Personnel

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack. Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year.

Weapons Possession

Weapons of any nature (look-a-likes included) are strictly forbidden in any school building at any time. Any violation will likely result in a suspension or expulsion. Confiscation and other penalties will be determined by the school. A weapon will be defined as any instrument that can be used to bring harm to another person. The Chicago Police department will be notified immediately if a student is in possession of a firearm, parents will also be notified. The Illinois State Police will also be notified through the School Incident Reporting System (SIRS) in IWAS.

Use, Possession, or Distribution of a Controlled Substance /Smoking/Vaping

Any student under the influence of, in possession of, found in use of, or selling alcohol, narcotics, nicotine, vaping or any other controlled substance during the school day, at a school sponsored activity, on the St. Elizabeth of the Trinity campus, or off campus is subject to dismissal from St. Elizabeth. Any student suspected of drug use can be required to take a drug screen at the expense of the family. Results must be shown to the Administration. Once the Administration has determined that a drug screen is necessary the family has one day to make an appointment and be screened for the test results. The Administration must be shown the results as soon as possible. Any St.

Elizabeth School student found on any public medium or otherwise (i.e. pictures, blogs, etc.) to have been holding alcohol or other illegal narcotics will incur penalties by the Administration. Any student found giving away, distributing, and/or selling any of the substances prohibited above may be dismissed immediately. The school has assumed the responsibility for, and, therefore, has jurisdiction over the behavior of students at any school related and/or school-sponsored events on or off campus. The school will also hold accountable students whose actions at any time jeopardize the good name of St. Elizabeth of the Trinity.

The Chicago Police department will be notified immediately if a student is in possession of drugs, parents will also be notified. The Illinois State Police will also be notified through the School Incident Reporting System (SIRS) in IWAS.

Cell Phone/Apple Watch/Wireless Earbuds (or similar) Policy:
Any cell phone/Apple Watch (or similar device) brought to school must remain in the student's locker or backpack and be powered OFF. Cell phones/apple watches (or similar devices) may not be used during school hours. This includes the hours that a class may be on a field trip, unless specific directions are given by a teacher. If cell phones are used before or after school hours, calls must be made outside of the school buildings. If a cell phone or any electronic communication device is confiscated for misuse of the above policy, the device must be picked up in the school office by a parent/guardian.

Student Life

Homework Policy

One of the most important objectives of education is to teach the child how to study. Homework is assigned as a means to help students review and enrich the subject matter taught in class. This may take the form of either a written or unwritten assignment. It is the student's and/or parent/guardian's responsibility to obtain assignments in case of absence. Homework will be available for pick up in the designated areas located in the school office from 3:05 - 3:30 PM on each full day of school. Homework assignments can also be obtained by visiting the teacher's website. For extended absence, the same number of days as the absence will be given to complete the work. (For example, two days absent, two days to complete assignments.)

Students absent in the morning, but present in the afternoon, are responsible for the entire day's assignments, both collected and assigned. Upon return from a one-day absence, students are required to take any test that was given during the absence. Special testing arrangements will be made for long-term absences.

Late Work Policy

In order for students to accomplish academic success, it is essential that homework, as well as short- term or long-term assignments, be completed on time. It is the expectation of all subject area and special area teachers that homework and assignments be completed and turned in at the designated time on the due date. HOMEWORK, SHORT-TERM, AND LONG-TERM ASSIGNMENTS ARE CONSIDERED LATE IF NOT TURNED IN AT THE DESIGNATED TIME ON THE DATE THEY ARE DUE. Daily Homework Assignments: All homework assignments should be completed and turned in on time. Short-term Assignments/Long-term Assignments: All assignments must be turned in at the designated time on the day they are due.
Grades 3 - 5: It is expected that homework will be completed on time. Each teacher/grade/unit will set their own policies about incomplete assignments and inform the students and parents/guardians at the beginning of the school year.

Grades 6 - 8: It is expected that homework will be completed on time. Each teacher/grade/unit will set their own policies about incomplete assignments and inform the students and parents/guardians at the beginning of the school year. No credit can be given for work that is not turned in. It is understood that there are times when circumstances may disrupt the education process. In those cases, student/parent/guardian will need to make special arrangements and conferences with teachers ahead of time.

Student Assessment

Academic Procedures

1. The students and faculty are partners in learning. Through our educational programs, we foster parent awareness of student progress, strive to create and enhance in each individual a positive self concept, incorporate all aspects of quality and sound moral education, teach the basic skills, and augment the skills of critical thinking and self-direction in order to ensure that students will have the necessary tools to become contributing persons in society. The parents are the primary educators of their children with their teachers as their partners. To achieve this, communication and cooperation between and among students, parents, and staff is vital to a healthy Catholic school environment.

2. The teachers utilize a variety of instructional strategies to meet the individual needs of each student. We believe our purpose is to enhance and expand each student's interests and skills.

3. The students are expected to participate in the learning process appropriate to their developmental levels and take responsibility for their actions.

Grading Scale

For students in grades 3-8 the following PowerSchool grading scale is used at St. Elizabeth of the Trinity:

100-99 A+	78-77 C-
98-95 A	76-75 D+
94-93 A-	74-71 D
92-91 B+	70-69 D-
90-87 B	Below 69 F
86-85 B-	Incomplete I
84-83 C+	Not Graded NG
82-79 C	

Reporting Student Progress

- Trimester report cards are issued for students in kindergarten through grade 8 and are reviewed by the principal.
- Grades are recorded on PowerSchool and can be accessed by Gr. 3-8 parents at any time.
- Written assessments are provided for Preschool and Junior Kindergarten
- A mandatory Parent-Teacher-Student conference at the end of the 1st trimester is scheduled for all students. An optional Parent-Teacher-Student conference is scheduled in March at the end of the 2nd trimester.
- Every effort is made to keep parents/guardians informed of students' progress/deficiencies. (i.e. PowerSchool, emails, conferences, phone calls, and student work).

Honor Roll

Students in **Junior High** who meet specific criteria will be eligible for Honor Roll status. The following are requirements for all subjects - specials included.

- Scholar - A student has a GPA of 4.0 or higher
- High Honors- A student has a GPA of 3.80 to 3.99
- Honors - A student has a GPA of 3.30 to 3.79

Students must have no behavior incidents for the trimester they earn honor roll, or they will be disqualified.

Any student with a grade below a C- in any one class is precluded from being on the

honor roll.

Students in **grades 3-5** who meet specific criteria will be eligible for Honor Roll status. The following are requirements for all subjects with a letter grade.

High Honors - A student who has all A's on their trimester report card

Honor - A student who has all A's and B on their trimester report card

Students must have no behavior incidents for the trimester they earn honor roll, or they will be disqualified.

Inclusive Education/Learning Resource Program

The academic success of students with different learning needs depends upon the collaborative efforts of school staff, parents, and students. Diagnostic testing can be completed on a student either privately or through the local public school (CPS). If through testing a child qualifies for services, a Service Plan may be written and will outline the appropriate accommodations to be implemented as a result of the diagnostic assessment.

An on-site Learning Resource teacher will work cooperatively with classroom teachers to identify eligible students and to determine appropriate instructional modifications. In addition to working with classroom teachers on a consultative basis, the LR teacher may also be available to work with students on a pull-out or push-in basis.

Testing

Some form of evaluation is essential in order to determine, as much as possible, the general scholastic ability of students, to ascertain the progress being made within the total education program, and as a tool for discerning areas in need of improvement. Achievement tests with national norms are given to students in grades three, through eight.

Teachers administer assessments and use informal methods of evaluation as part of the regular school program throughout the year. Reassessing students who perform below grade level in an assessment is at the discretion of the teachers. Reassessment can take various forms, a retest can be offered as well as reteach sessions or corrections for the assessment. Our goal is to ensure students are proficient with the concepts taught in the content areas.

Tests and quizzes that are missed due to absences will be made up upon return within the testing windows. Students are required to take any test that was given during the absence.

Academic Dishonesty
Academic dishonesty by a student degrades his/her character and reputation, impedes the teaching-learning process, and is in opposition to the values inherent in the philosophy of St. Elizabeth of the Trinity:
Cheating**:** Cheating is a serious offense. Cheating is personal dishonesty and is an injustice to others. Cheating will be dealt with in a swift and formative manner as is appropriate for the age and experience of the student involved. Continued or profound acts of cheating may result in dismissal from St. Elizabeth of the Trinity.

Cheating includes the sharing of any class work including, but not limited to, homework, papers, and projects is considered cheating. In addition, sharing information, transmitting answers to a test, possessing testing materials, removing or sharing any testing material in any way is cheating. Coding answers or using technology in a way not sanctioned by the classroom teacher is also cheating.

Plagiarism: To copy the ideas or words of another person and to present the work as one's own constitutes plagiarism. Whether intentional or unintentional (for example, because of improper citation) plagiarism is a serious offense and detrimental to one's moral and educational development and must, therefore, be avoided at all times.

Because it does not represent one's own personal work, work that is plagiarized or constitutes cheating cannot be accepted for full credit, and the student will redo the assignment with a grade no higher than a C. A detention will be given, and parents and principal will be notified.

Academic Policy
Teachers, parents and students, working in partnership throughout the course of the school year, will assist the students in achieving academic success in the following subjects defined as: religion, reading, mathematics, social studies, english, and science. A student who fails two (2) trimesters in a defined academic area must satisfactorily repeat the content of said trimesters in an approved summer program. Remediation of said content will be, but is not limited to: before or after school assistance, make-up assignments, assignment contracts, modified course work, outside tutoring, summer school, or a recognized independent tutoring center. Both the program and program criteria must be discussed with the content area teacher and Head of School before beginning remediation. Promotion to the next grade level will be contingent upon reassessment of the student in August.

Promotion/Retention
While the decision to promote or retain a student generally shall be a cooperative one made by parents/guardians, teachers, and administration, nonetheless, the Head of

School has the ultimate authority to make such a decision. Ordinarily, parents/guardians shall be notified of the possibility of retention in writing. The first written notice will be given before December 1, the second notice early in February, and the final notice on May 1. St. Elizabeth of the Trinity will follow the Guideline for Retention established and approved by the Office of Catholic Schools.

After School or Enrichment Activities

Students can participate in a number of after school activities. All students must be picked up at the assigned time. After two tardy pickups, the student will not be allowed to participate in the after school activity for the rest of the trimester. Off-campus school sponsored events are extensions of the school's philosophy and therefore, student's conduct must reflect earning the privilege to represent themselves as members of St. Elizabeth of the Trinity Catholic community. An incident that is of the most serious nature, as determined by school administration, and is in direct contradiction to the school's philosophy demonstrates that students have not earned the overall privilege to represent St. Elizabeth of the Trinity at school sponsored off campus activities. School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior, and the administration feels comfortable that these students' future conduct at school sponsored events on and off of school grounds will reflect the school's values. The following is a listing of the extracurricular activities that **may** be offered to the students at St. Elizabeth of the Trinity:

Academic Team ..... Grade 8

Band ..... Grades 4-8

Battle of the Books ..... Grade 3-8

Math Competition ..... Grades 7-8

Student Council ..... Grades 4-8

Basketball/Soccer ..... Grades 4-8

Cross Country ..... Grades 4-8

Soccer ..... Grades 5-8

Volleyball ..... Grades 4-8

Scouts Daisy Girl Scouts ..... Girls, Grade K-1

Brownie Girl Scouts ..... Girls, Grades 2-3

Junior Girl Scouts ..... Girls, Grades 4-5

Cub Scouts ..... Boys, Grades 1-5

Boy Scouts ..... Boys, Grades 6-8

Student Council

Student leadership is fostered through involvement in the Student Council. All students participate in the activities planned by the Council. These activities include service projects and spirit building events. Participation as a leader or representative in the Student Council is contingent upon academic eligibility and behavioral appropriateness.

Classroom Celebrations

In recognition of a child's birthday, the school will announce their birthday during morning announcements. Each student will be given a birthday "prize" from the school. Birthday treats are not permitted. However, parents may recognize a student's birthday by donating a book to the classroom library, and include the child's name in the front cover of the book.

Toys/Electronic Devices

Students are discouraged from bringing toys or electronic devices to school. The school assumes no responsibility for these items. Regarding e-readers such as Kindles or Nooks, if a student brings an e-reader to school, he/she may read a book already downloaded. Students are prohibited from accessing the school's Wi-Fi connection without the expressed permission of the teacher. If a student is found to be using Wi-Fi without permission and/or inappropriately, the device will be held by the teacher to be returned to the parent and the student will lose the privilege of bringing the device to school.

If a student is granted permission to access the Wi-Fi, he/she will do so in accordance with the St. Elizabeth Acceptable Use Policy and no social networking sites are to be accessed at any time.

Bringing Money to School

Students should not carry large sums of money to school. Money for such things should be handed in during the homeroom period, first thing in the morning. Money that a student must carry should be kept with the child or in the locker. The school is not responsible for lost money.

Athletics

Generally, the Athletic Association sets the guidelines and rules for eligibility and participation in sports. Specific requirements are listed in the Athletic Handbook. Attendance at school is a prerequisite for school team participation. This also applies to day-to-day participation. Hence, a student who is absent from school, either full or partial day, is not eligible to participate in a school sponsored event that occurs that same day/night.

Philosophy of Athletics

- The primary goal of our athletic program is as a means to further enhance Catholic values and teachings
- Aligned with the mission of St. Elizabeth of the Trinity
- To instill in the student athlete a sense of responsibility by demanding consistently high standards of behavior and making the student-athlete aware and respectful of the needs of others
- Our athletic program will promote and develop good sportsmanship, team play, competitive spirit, and school loyalty
- Athletics shall help students maintain good health through physical fitness
- We teach the proper attitude toward winning, losing and competing with dignity

All athletes must have a physical on file (no more than one year old) to be allowed to attend practices and games. Athletes and their parents/guardians must sign a Concussion Information Sheet. Protocols for concussions are found on page 58.

Academic/Behavior Eligibility for Extracurricular Activities/Field Trips

The student's academic success has priority at St. Elizabeth. Extracurricular activities enhance the educational experience and give children opportunities to develop skills and experience achievement. However, extracurricular programs should not interfere with the student's academic work or inhibit his/her ability to achieve success in the classroom. Therefore, these are guidelines for extracurricular eligibility.

Off-campus school sponsored events are extensions of the school's philosophy, and therefore, students' conduct must reflect earning the privilege to represent themselves as members of our Christian community. An incident that is of the most serious nature, as determined by school administration, and is in direct contradiction to the school's philosophy demonstrates that students have not earned the overall privilege to represent St. Elizabeth at school sponsored off campus activities. School administration

is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and/or parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior and the administration feels comfortable that these students' future conduct at school sponsored events on and off of school grounds will reflect the school's values. At the beginning of each season, a roster of teams and clubs will be made available to school administration. Participation is understood as attending meetings, practices, and games. Teachers will review performance at the middle and at the end of each trimester.

If a student has 3 missing assignments in a subject area or a grade lower than a C-, they will be placed on probation. If a student receives a detention, they are taken out of the next extracurricular practice/game. If a student receives more than 2 detentions, they are on probation. The next one, and any that follow, receives a week long suspension from the activity.

Probation is a warning. Suspension means taken out of practice and games until administration approves student's return. Students should turn in missing work within 5 days. A grade of C- must be raised within 2 weeks.

If not, students will be placed on suspension from extracurricular activities.

Medical Information

Immunizations and School Physicals

The Illinois Department of Public Health requires health examinations conducted between 8/24/23 and 8/24/24 for all new students, pre-kindergarten, kindergarten and 6th grade students. Because many physicians require that a school physical appointment be made two months in advance, parents are encouraged to call their child's doctor to make an appointment as soon as possible. The Certificate of Child Health Examination form is due in the school office by September 1 for students in grades pre-kindergarten through eighth. Incomplete forms will be returned to you for completion and will not be considered as part of your child's permanent health file until they are properly completed and returned.

Students will be excluded from classes beginning October 15th if the required forms are not fully completed and on file in the school office. Before you leave your doctor's office, please check the dates of all immunizations because state law requires: DPT - four or more doses at the appropriate intervals with the last being given on or after the fourth birthday. OPV/(Oral Polio) - three or more doses administered at appropriate intervals

with the last being given on or after the fourth birthday. MMR (Measles, Mumps, Rubella) - given at 12 months of age or later. Measles, second dose one month after first dose. K-12 students must show evidence of having received two doses of measles vaccine.

HIB - children entering school below kindergarten level only. Hepatitis B - three doses of vaccine with the first two shots occurring at least four weeks apart. The interval between the first and third doses must be at least four months. Chicken Pox Vaccine (Varicella) - dose of varicella vaccine at one year or later for children entering at kindergarten level and below for the first time. If a parent or physician chooses not to give your child any of the above immunizations, a note written on a prescription blank or his/her office stationery is required to be attached to the physical form. Also Please have the physician specify why immunization has not been given. If non-immunization is due to allergy, please state the child's allergy. Physical exam requirements for all ages are: height, weight, BMI (body mass index), B/P (blood pressure) and Diabetes Screening. In addition, a Lead Risk Questionnaire must be completed and a blood test performed if indicated, for all students six years of age or younger. All of the child's health problems should be noted on the physical form. The physician must sign and date the immunization and the physical portion of the form. The demographic information and the child's health history portion must be completely filled out and signed by a parent or legal guardian.

Dental Examinations - State law requires dental examinations for all students entering kindergarten, second, or sixth grade and students transferring in from other states or countries. Illinois State law requires these children to have a new dental examination between 11/2019 and 5-15-21. Please have a Dental Examination Record completed by your dental provider and return this completed form to the school office. This form is due in the school office by May 15. An incomplete form will be returned to you for completion and will not be considered as part of your child's file until they are returned and properly completed. Failure to submit a completed form may cause your child to be excluded from school and all school related activities.

Eye Examinations – Diagnosing eye and vision problems and providing timely treatment ensures that students maximize their academic performance. To accomplish this goal of the students of Illinois, a new law requires comprehensive eye exams for all students entering kindergarten and any students transferring in from other states or countries. These students must have an eye examination performed only by qualified eye doctors-such as optometrists and ophthalmologists. The Eye Examination Report must be returned to the school office by October 15. Incomplete forms will be returned to you for completion and will not be considered as part of your child's file until they are

properly completed and returned.

Medical Treatments

In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the school, the school shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the school shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact. Therefore, it is important to have school emergency forms filled out completely and to be updated throughout the year as needed. The Head of School or other certified school personnel may call local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school related supervision of the student, the student's illness, injury, or need for immediate medical attention is perceived to be in need of emergency medical care.

Medication

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Administration

No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the Head of School.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Copies of the Medication Authorization Forms are available in the school offices.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication,

parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

Self-Administration

A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

Appropriate Containers

It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are: a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) Manufacturer-labeled for non-prescription over-the-counter medication.

Storage of Medication

Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the Principal, his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Administration of Medical Cannabis

Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an

individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Topical Sunscreen Usage

A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Returning to School after an Illness

Any student who is absent due to a contagious illness that must be reported to the local health authority will not be allowed back in school without a physician’s note. These illness are: Chickenpox (varicella), Chlamydia, COVID, E. coli 0157:H7, Giardiasis, Gonorrhea, Hepatitis A, Hepatitis B, Hepatitis C, HIV or AIDS, Measles, Meningitis (bacterial or viral), Mumps, Pertussis, Polio, Rubella, Salmonellosis, Shigellosis, Syphilis, and Tuberculosis. Parents are responsible for asking the doctor for a note. If these children return to school too early, they may not have fully recovered and may place their classmates and teachers at risk of contracting the disease.

Physical Education and Recess Excuses

All students must participate in physical education classes and outdoor recess unless they have a written excuse from their physician.

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours from 7:30am-3:30pm in the School Office and after school hours from 3:00pm to 5:00pm in the Aftercare room.

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.
Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student’s parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as school hours: after-school hours: maintained in the following designated secure locations: a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's

parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Mental Health Protocol and Assessments

St. Elizabeth of the Trinity takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at St. Elizabeth of the Trinity.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.

3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.

a. Treat information received from the student/family/treating medical provider confidentially.

b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.

2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to St. Elizabeth of the Trinity academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.

b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Elizabeth of the Trinity.

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to

make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support students, schedule a meeting to discuss the student's potential return.

a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up for missing homework, tests, and other academic support. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval of the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the

school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reasons.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

Food Allergies

St. Elizabeth of the Trinity recognizes that food allergies are a growing concern in American society. Faculty, staff, and administration also realizes that any food could cause a potentially fatal anaphylactic reaction, and not all children experiencing anaphylaxis have been previously diagnosed with a life-threatening food allergy. The health, safety, and inclusion of all children is important.
Avoiding food-allergic reactions requires the committed efforts of parents, students, teachers, and administration. While it is impossible to guarantee an allergen-free environment, St. Elizabeth of the Trinity policy provides a framework for partnering with all families to build a safe and supportive environment for children suffering from life-threatening food allergies and their classmates.

The following precautions are in place at St. Elizabeth of the Trinity::

1. Every family is required to fill out a MEDICAL AND EMERGENCY NOTIFICATION INFORMATION AUTHORIZATION FOR MEDICAL TREATMENT form at the beginning of every year and indicate any allergies or health concerns.
2. Up-to-date medication is to be provided to the school, preferably a supply for the school office and another for the classroom.
3. Students with food allergies are encouraged to wear medical identification bracelets or shoe tags.
4. St.. Elizabeth encourages a "no sharing" policy to discourage all students from sharing food with one another.
5. Procedures are in place to attend to the cleanliness of the classrooms and lunchroom, including wiping down tables before and after food is consumed and having all children wash their hands or use wipes before or after eating.
6. We encourage families with children having food allergies to bring approved lunches and snacks from home and to maintain a student-specific box of approved treats in their homeroom.
7. For students wanting a dedicated allergen-aware table in the lunchroom,

designated lunchroom space has been made available.

Circumstances can vary for any student with a diagnosed food allergy. Faculty and staff work with students, teachers, and families and their physician to address accommodations that consider the health and well-being of all St. Elizabeth students.

Guidelines for Students with Food Allergies

Recently, there have been a number of stories in the news about the growing trend of food allergies in young children. This trend is also true at St. Elizabeth. Also, in the interest of promoting good nutrition and health habits, the following is in place :

• Teachers have been directed not to use candy or treats as rewards, only non-food items will be used.

• Teachers have been directed not to give students food.

• Teachers providing food to students as part of a class lesson activity will send a permission slip home to parents in advance.

• Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of their allergies. Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food allergic students.

Family's Responsibility

• Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.

• Notify the school of the child's allergies.

• Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the lunchroom, after-care programs, during school sponsored activities, and on the school bus.

• Work with the child's physician to develop a Food Allergy Action Plan. Submit this plan to the school.

• Complete necessary written medical documentation as required by the Archdiocese include: Medication Authorization Form, Parent/Guardian Permission and Authorization Form, Physician Request for Self-Administration of Medication Form, and Medical Information and Emergency Notification Form.

• In coordination with the homeroom teacher and Administration, develop a letter to be

sent home to families in the same grade, describing the child's allergies and any foods that should be restricted in class or at school sponsored activities.

• Replace medications after use or upon expiration.

• Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

• Provide the child with a safe snack to be eaten at snack time.

• Provide a fanny pack (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epipen/Benadryl (if necessary). The child may wear this fanny pack during lunchtime or when food is consumed. In the classroom, the fanny pack should be given to the teacher, or be kept in the school office(s).

School's Responsibility

• Be knowledgeable about and follow applicable federal and state laws and any district or Archdiocesan policies that apply.

• Put up posters of food allergies/symptoms.

• Review health records submitted by parents and physicians.

• Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

• Coordinate a meeting, to establish an individualized prevention and management plan. Attendees should include, but are not limited to, the Head of School, all teachers that will be in contact with the student, lunchroom supervisors, the parents, and the student (if age appropriate).

• Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

• Create a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.

• Practice the emergency treatment prescribed by the student's physician pursuant to the Food Allergy Action Plan.

• Ensure that all medications are appropriately stored.

• Notify all faculty and staff of those students who have food allergies.

• Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good

Samaritan Laws governing the administration of emergency medications.

• Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.

• Review policies/prevention plan with the appropriate staff, parents/guardians, student, and physician after a reaction has occurred.

• Discuss field trips with the family of the food-allergic student to decide appropriate strategies for managing the food allergy. Allow the parent/guardian to attend the field trip.

• Ensure that substitute teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.

• Follow federal/state/district laws and regulations regarding sharing medical information about the student.

Student's Responsibility

• Should not trade food with others.
• Should not eat anything not provided by the home.
• Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
• Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
• Should wear their fanny pack to any place outside the homeroom.

Sudden Illness or Accident

Parents will be notified of sickness or if there was an accident at school. An incident report will be filled out if a student is seriously injured at school. A second phone number must be on file for emergencies only. Names and phone numbers of family physicians should also be recorded on the emergency form.

Head Lice

Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly, head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on the infested person or clothing.

Exclusion from school: Those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child/ren have been treated. Students are re-checked for head lice before readmission to the classroom.

Advice to Parent/Guardian: Parents/guardians are advised to check other family members and disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry-cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses or other articles that cannot be laundered or dry-cleaned. School families will be notified when a case of head lice occurs in their child's grade.

Concussion Protocols

https://www.iesa.org/activities/concussion.asp

A concussion is a complex pathophysiological process affecting the brain induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
- Concussion may result in neurologic changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
- Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note that, in a small percentage of cases, post-concussion symptoms may be prolonged.
- No abnormality on standard structural neuroimaging studies have been seen in concussion.

What are signs and symptoms of a concussion?

A diagnosis of a concussion can include one or more of the following clinical domains: headache, feeling in a fog, lack of concentration, memory loss, unstable, loss of

consciousness, amnesia, loss of balance, irritability, acting abnormally for them, slowed reaction times, slower movements, sleep disturbances, drowsiness, slurred speech, double vision, dizziness, nausea, spots before eyes, sensitivity to light and sound.

What should I do if my son or daughter has one or more of the above signs and symptoms?

- If they can rest comfortably and all signs and symptoms are stable, allow to continue rest or sleep.
- Call your physician to seek advice and for an appointment.
- Monitor the signs and symptoms for any change.
- Make students comfortable.
- If the condition becomes unstable or are unable to rest comfortably, seek immediate medical assistance (emergency room).

Protocol

This protocol is intended to provide the mechanics to follow during the course of contests/matches/ events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

Policy

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury, unless that injury is the result of the student-athlete losing consciousness for any period of time. In such a situation, the student athlete shall be removed from the practice or contest and will not be allowed to return to activity that day and will be subject to the Association's Return to Play policy.

2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.

3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.

4. *RETURN TO PLAY POLICY* With the start of the 2010-11 school term, the NFHS implemented a new national playing rule regarding potential head injuries. The rule requires "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed healthcare provider to return to play. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

5. Following the contest, a Concussion Special Report must be filed by the contest official(s) with the IESA Office through the Officials Center.

6. In cases where an assigned IESA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be overruled.

MANDATORY CONCUSSION COURSE FOR COACHES OF ST ELIZABETH OF THE TRINITY ATHLETICS:

Senate Bill 7 (Public Act 99-245) amends the School Code and will go into effect for the 2016-2017 school year. The legislation requires ALL interscholastic athletic coaches to take a training course from an authorized provider at least once every 2 years. The IESA makes the IHSA online concussion awareness and education program available to IESA member schools through the IESA Member Center. The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive trauma. The presentation and other supplementary materials included in the presentation should be reviewed by ALL interscholastic athletic coaches prior to taking a required exam over the curriculum.

Transportation/Safety

Morning Arrival:

- Adult supervisors will be on duty starting at 7:50 A.M. each day. Students should not arrive at school before the supervisors are on duty.
- All students should go directly to their designated area upon arrival.
- Students should not enter the building until 7:50 A.M unless they have permission or are involved in a special activity at the request of a teacher.
- During inclement weather, students should enter the building upon arrival at school, report to their assigned areas outside their classrooms, and wait until 8:00 A.M. the bell rings.
- Students are expected to enter the building quietly and orderly.

Drop-off and Pick-up Procedures

Drop-off will be "Kiss and Go" so that traffic moves slowly and safely. Students should never cross between cars. All children must exit through the car's **passenger side door**. Parents may park their cars away from the drop-off area to walk their children to the door, but may not congregate in the front of the school. Staff will be outside to supervise and greet the children beginning at 7:50am. Please drive slowly and safely and express patience. Remember we are all modeling the behavior we'd like to see in our kids.

"Kiss and Go" Traffic flow will be from the East to West on Ardmore. Ardmore will be one way one lane during drop-off and pick-up. Please do not get out of your car. We will have staff outside to assist students out of the cars. If you want to walk your children to the door, please either pull into the parking lot off Ardmore (left lane) or find parking on the side streets away from the drop-off area.

PK3, JK and Kindergartners will enter/exit through door 3 (the middle set of doors on Ardmore), Grades 1 through 4 will enter door 2; ; Grades 1, 2, 3 will exit door 5 while grades 4 and 5 will exit door #2.. Junior High will enter/exit door 10 (courtyard).

Under normal conditions, students are not allowed in the building after 3:05 P.M. If a child stays with the teacher after school hours, advance notification is given to parents.

Students are required to attend school regularly and on time.. Absentees miss valuable class instruction, discussion, and continuity of work. Regular attendance is necessary if one is to be successful in school. Consequently, parents should consider it a serious obligation to have their children attend school daily. **Vacations during school time should be avoided.** The school should be informed and permission granted by the Head of School at least two weeks in advance if you find it necessary to take vacation

time during the school year. **No work will be given in advance. The work must be made up when the student returns.**

*If a student is out for one week, he or she has one week to finish missed assignments. Make-up work is the responsibility of the student. If a student is absent, the parent must call the school office before 9:00 A.M. to report the reason for the absence. If a call is not received, the parent will be called, even if the parent is at work. The child/children have one day to make-up work for each day they are absent. If you would like homework for the student, you must inform the office at the time of your call. When the necessity for an absence is known in advance, the student must present a written request from the parent or guardian asking that he/she be excused for the necessary time. This regulation applies when medical or dental appointments can be made at no other time. Since our schedule calls for 3:00 P.M. dismissal, we urge you to make dental and medical appointments after school hours. **The parent must come to the school office to identify himself/herself before the student will be permitted to leave the building. All students must be signed out at the time of early dismissal by a parent or guardian.**

Bicycles

Students are permitted to ride their bicycles to school, provided they observe the regulations governing this privilege. No “wheels” (skateboards, scooters, in-line skates) are to be ridden on the school property. Helmets are strongly encouraged, as the school accepts no responsibility for students who ride bicycles.

• Bicycles are to be kept in the rack provided in the parking lot off Moody, next to the gym.

• Each student is expected to have a **lock** for his/her bicycle.

• The school accepts no responsibility if bicycles are damaged and/or stolen from the premises.

• All bicycle traffic rules and regulations are to be observed.

• All bicycles must be walked on and off school grounds.

• Students may not ride a bicycle on school property.

Dogs

An animal’s behavior may be unpredictable when placed in a confusing or frightening situation. Because of the inherent activity of hundreds of children and adults around the school buildings at arrival and dismissal times, dogs are not permitted on school property.

Emergencies/Disasters

An emergency form is kept on file in both school offices. Students will only be released to individuals listed on that form. Lockdown procedures are practiced each year and reviewed with the local police.

Fire and Tornado Drills

Fire drills are conducted on a regular basis and tornado drills are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom. For fire drills, each class has an escape route to an outside area that is a safe distance from the building(s). Children are moved to these designated areas in a safe, quiet, and orderly manner. During tornado drills, each classroom goes to a designated area within the building(s).

Tornado Warnings

If a tornado warning is in effect in the locality of St. Elizabeth students shall be taken to the designated safety area. Children shall not be released from the school building during a tornado warning. Parents/guardians waiting to pick up children during such a warning are encouraged to enter the school building and take cover with the students and staff.

Snow

Students have the responsibility of respecting the rights of individuals and property. Picking up or throwing snow on school property is forbidden. Students in violation will be referred to the Principal for disciplinary action. School closing information will be available through various local news stations, www.EmergencyClosings.com, our website, community and parent notification through the SchoolMessenger notification system.

Federal Asbestos Program

In accordance with the U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act & Rules and Regulations, inspections and management plans have been made for St. Elizabeth of the Trinity School concerning materials containing asbestos. A copy of these documents may be examined in the main school office during school hours.

Asbestos Content Notification & Management

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify asbestos-containing building materials. The law further requires the

development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Reporting Child Abuse

By law, the State of Illinois requires school personnel to inform the Dept. of Children and Family Services of any allegation/suspicion of child abuse.

Dress Code

Students are expected to be in uniform on all school days unless otherwise noted. They are expected to be neat and clean in appearance at all times. It is the responsibility of the parent that your child is dressed according to the uniform code. This responsibility includes replacing uniforms that are no longer in good condition (faded, torn, or outgrown.) There is an expectation of modesty at a Catholic school. Our uniform policy is to encourage modesty as well as safety.

Uniforms for girls:

School jumper, skirt or skorts, no shorter than 3 inches above the knee. Leggings/tights may be worn under the uniform if they are white, black or gray. Flannel pants worn on cold days must be removed while in class. Black uniform pants/shorts may also be worn in place of the jumper/skirt/skorts. Gray or white polo shirt with the St. Elizabeth logo.

Uniform for boys:
Black uniform pants/shorts (chinos, dockers, etc) with a belt and gray or white logo shirt. Shirts are to be tucked in. Hooded sweatshirts may not be worn during the school day. Only school sweatshirts, without hoods, may be worn during the school day. Socks, either ankle or knee hi-s, must be black, gray or white. Shorts may be worn until November 1st and then again beginning April 1st. Shoes are to be all black, brown or white, and they may be gym shoes. For PE, any gym shoe may be worn.

Please Note: Unacceptable attire includes: sandals, flip flops, shoes with wheels ("wheelies"), clogs, **crocs,** boots, slippers, moccasins, back of shoe turned down, shoes not fastened, no socks, etc. Any type of shoe that does not have a back is not permitted. Students are encouraged to wear soft-soled or athletic shoes. Shoes with heels above one inch are unacceptable during the school day.

Administration reserves the right to define extreme. No tattoos, drawing on hands or arms is permitted.

Hairstyles/Makeup/Jewelry
Girls: Hairstyles must be age and school appropriate, reflective of good grooming. Hair dyeing, tinting, or streaks are not allowed. The faculty reserves its right to determine whether a hairstyle is appropriate. Girls are not allowed to wear makeup or dangling earrings (this is a safety concern). Only one earring per ear is permitted- worn in the lobe, not the cartilage. Wearing expensive jewelry is not recommended. School personnel will not be responsible for lost or damaged jewelry worn by students. Clear nail polish only is allowed. Nails must be an appropriate length. Appropriate attire must be worn on Out of Uniform Days.
Boys: Boys haircuts need to be traditional and appropriately outlined. Hair must be above the ear on the sides, above the eyebrow in the front, and above the shirt collar in the back. Hair dying is not allowed. Tails, mohawks, mousses, etc. are not acceptable for school. Boys are not allowed to wear jewelry while they are at school. Colored t-shirts should not be worn under shirts. Appropriate attire must be worn on Out of Uniform Days.

In accordance with Public Act 102-0360 the School does not prohibit hairstyles that are historically associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Non-Uniform Days
On special days when students are allowed to be out of uniform, they should wear clothes appropriate for school. If an out of uniform day happens to occur on a day when

students will be going to church, they should wear clothes appropriate for church; **students will wear uniforms on church days, even if it is a PE day.**

Examples

There are days during the school year when students are not required to be in uniform:

- **All-school "No Uniform Days"**- The school will sometimes declare a no uniform day in conjunction with a Student Council sponsored event or because of a holiday observance or celebration.
- **"Spirit Days"**- A number of days will be designated as "School Spirit Days." On these days instead of wearing the regular school uniform, students may wear any clothing that bears the St. Elizabeth of the Trinity logo. (i.e. gym uniform, St. Elizabeth sports team apparel, or clothing reflective of the school's athletic colors of purple and gold).
- **Extracurricular activities** - any time a student participates or is in attendance of a school event, they will follow the dress code.

PK/Junior Kindergarten Dress

Preschoolers and junior kindergartners do not have a uniform, but students should wear comfortable and appropriate clothes, such as t-shirts, shorts, long pants and sweatshirts. Students are often sitting on the floor. Gym shoes are preferred since students are encouraged to move around a lot.

Uniform Violations

The age of the student and the particular uniform violation will determine the consequence. The faculty reserves their right to determine uniform violations.

- **Grade K-3**- In most instances, students in K-3 will receive a verbal warning for the first infraction of a minor nature, such as wearing socks of an inappropriate color. Parents will be contacted if a second violation of the same nature occurs. In addition, a parent/guardian may be called to school to bring the child home to correct the uniform violation (i.e. removal of nail polish). Repeated disregard of uniform regulations will result in disciplinary action, such as exclusion from participating in special activities/events.
- **Grade 4-8**- Once a student enters Gr. 4 s/he is able to make a conscious choice regarding responsibility for uniform requirements. Therefore, in most instances, uniform violations will be subject to immediate disciplinary action (i.e. detention). When uniform violations are considered severe or repeated, the student is subjected to other disciplinary actions, including, but not limited to, exclusion from participation in special activities, extracurricular sports, and suspension from school.

Students will wear appropriate clean clothing. Unacceptable clothing includes, but is not

limited to, bare midriffs, spaghetti straps, and low-cut, tight and short apparel. Hats, scarves, bandanas and ripped clothing, flip- flops, slippers, moccasins, and shoes without backs are unacceptable. Tight leggings or yoga pants are not allowed unless they are worn with long tops that come down to cover their buttox. The Principal makes decisions on acceptable appearance. Detentions will be given for out of uniform infractions.

Guidelines

The purpose of no uniform days is to offer students a reward and a choice of clothing. However, in exercising the option to choose what to wear in place of the uniform (according to the categories described above), students are expected to adhere to the following:

●Dress in a manner which exhibits Christian values and good sense. The general rule for student dress on non-uniform days is to be covered from “neck to knees” (i.e. no mid sections exposed, short etc.). If leggings or spandex are worn, the shirt must cover the buttocks.

●Clothing worn must be clean and in good condition, fit properly, and reflect the current season and weather.

●The clothing should be free of slogans, characters, and pictures which are contrary to Christian attitudes or might be viewed as offensive to others. (Examples: Sports team shirts, those with Disney characters, etc. are appropriate. Concert t-shirts are acceptable ***only*** if they do not contain offensive slogans or images.)

●If a student comes to school in what is considered to be inappropriate, the student will be required to do one of the following:

- Remove or alter the part of the clothing that is considered inappropriate (i.e. turn the t-shirt inside out).
- Call home to have a parent/guardian bring a change of clothes.
- A student who comes to school dressed inappropriately a second time will forfeit the privilege of being permitted to participate in any type of non-uniform day for the remainder of the school year

Physical Education Uniform (K-8)

Students in grades K-3 may wear their PE uniforms to school on PE days. Students in grades 4-8 will bring their PE uniform to school and change into them. PE uniforms can be purchased at SchoolBelles. Gym shorts may not be worn after October 1st. Leggings are NOT a part of the PE uniform. A student has the right to modify their PE or athletic uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

General School Compliance

St. Elizabeth of the Trinity will comply with applicable state and federal laws or regulatory requirements.

Amending Handbooks

Statements in this handbook are subject to amendment without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

Asbestos Letter

DATE: TO: Parents, Teachers and all other school employees
FROM: Archdiocesan Director of Planning & Construction /Kristine Hillmann
RE: Notification Letter Concerning Asbestos Content and Management Plan for St. Elizabeth of the Trinity School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected in order to identify asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

St. Elizabeth of the Trinity has been inspected and some asbestos-containing materials were identified in the building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

The school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file in the school office for review if you so desire.

Sincerely,
Kristine Hillmann, Designated Person