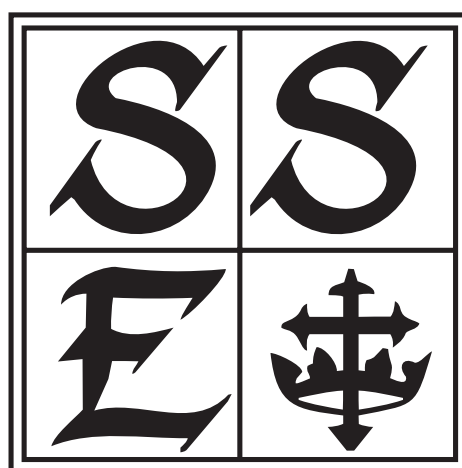


# SCHOOL OF ST. ELIZABETH

612 West 187th Street, New York, NY 10033-1315

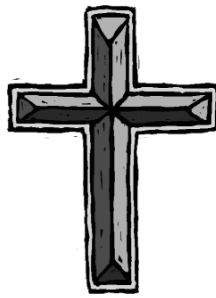
Phone (212) 568-7291 Fax (212) 928-2515

[www.steliznyc.org](http://www.steliznyc.org)



**Accredited Member  
of the Middle States Association  
of Colleges and Schools**

PARENT HANDBOOK  
2009-2010



## WELCOME

Thank you for choosing St. Elizabeth as the provider of education for your child. Our commitment to facilitate the means and trained personnel which are essential to your child's proper development goes hand-in-hand with parents' wishes to raise their children in a nurturing, wholesome, Christ-oriented environment.

The purpose of this handbook is to help you understand how St. Elizabeth School operates, and explain how you can best cooperate with the school in the care and education of your child. Please read it thoroughly and feel free to ask for additional information if necessary.

## OUR MISSION

The mission of St. Elizabeth School is to provide our students with the opportunity to reach their full potential in a Catholic school atmosphere of love, trust and hope. We strive to mold these students into whole persons, in whom knowledge, habits, attitudes and values are developed side-by-side with academic achievement. Our programs are continually evolving and specifically targeted to meet the diverse and changing needs of our Washington Heights population.

By reflecting the example of Jesus with all whom we meet, we promote a family-like environment where all members of the school community – administration, parents, teachers, clergy and staff – take part in the development of the child.

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# Faculty and Staff

## St. Elizabeth School 2008-2009

### Administration

Rev. Daniel S. Kearney, *Pastor*  
 Sr. Noreen Nolan, OP, *Principal*  
 Sr. Eileen Barrow, OP, *Assistant Principal*

### Parish Priests

Fr. Evaristus Ohuche  
 Fr. Osiris Salcedo, SBD  
 Fr. Emmanuel Udoh

### Administrative Staff

Mr. Rafael Alcantara, *After School Receptionist*  
 Mrs. Elvira De Nunez, *Business Manager*  
 Ms. Masiel Feliz, *Receptionist*  
 Mr. Edward Fener, *Director of Technology*  
 Mrs. Mary Ann Lynch, *Director of Development*  
 Mrs. Erga Mota, *Secretary*  
 Ms. Noemi Suarez, *Preschool Secretary*

### Child Nutrition Staff

Mrs. Elsa Vidarte  
 Mrs. Bernarda Toribio  
 Mrs. Cristina Castro  
 Mrs. Marina Barrero  
 Mrs. Inez Solis  
 Mrs. Heedy Murillo  
 Mrs. Mercedes Feliz  
 Mrs. Christina Perez

### Lunchroom Assistants

Mrs. Josefina Hernandez  
 Mrs. Maria Beato

### Faculty/Staff

Pre-K 3	Mrs. Carmen Nunez
Pre-K 4	Sr. Sheila Kelly, RSM
UPK A/B	Mrs. Milagros Soto
UPK C/D	Mrs. Elizabeth Blackman
K-1	Mrs. Maureen Pagan
K-2	Mrs. Grace Taccad
1-1	Mrs. Mary Soto
1-2	Sr. Rita Marie Minogue, RSM
2-1	Ms. Luningning Alap
2-2	Ms. Erica Nuez
3	Mrs. Eileen Ferry
4	Mrs. Thelma Flores
5	Mrs. Rosalinda Tuason
6	Ms. Jacklyn Lopez
7	Ms. Natividad Lorica
8	Mr. James Tomassi
Art	Ms. Sara Fendelman
Phys. Ed.	Mr. Michael O'Boyle
Technology	Mr. Edward Fener
Library	Ms. Jennifer Kietur

### Teacher Assistants

PK-3	Mrs. Daria Carrasco
PK-4	Ms. Odety Cocco
K-1	Mrs. Hilda Puente
K-2	Ms. Grisel Reyes
UPK A/B	Mrs. Miosotis Ramirez/
	Mrs. Victoria Sanchez
UPK C/D	Mrs. Belky Colon

### Maintenance Staff

Mr. Carlos Martinez

## **ARCHDIOCESAN PARENTAL COOPERATION POLICY**

Once students have met the necessary admission requirements and have been accepted in St. Elizabeth School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Elizabeth School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Elizabeth School reserves the right, and students and parent or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the Parent Signature Page included with this handbook and the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Elizabeth School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students of St. Elizabeth School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered with this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Elizabeth School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## ABUSE

See *Child Abuse Laws*

## ADDRESS OR TELEPHONE CHANGES

It is very important that the school be notified immediately of any change in student's home address, or telephone number. If a child becomes sick in school or is injured in an accident, the school must be able to contact the parent or person responsible for the child. Please notify the school of any change in the name(s) or telephone number(s) of the person(s) to be contacted in case of an emergency.

## ADMISSION

Parents must submit an application with the required documents for their child to the school for admission, and then if all is in order, their child is accepted to the school, and ultimately they register. Documents include the child's most recent report card, New York State Assessment Performance and Evaluation Report, if applicable. Applicants must meet the school's academic, psychological, and residential requirements to be accepted.

Students enrolled in the St. Elizabeth Pre-kindergarten are given priority in admission to Kindergarten.

When a student is accepted for admission to St. Elizabeth School, the parent/guardian agrees to comply with the clauses of the *School Contract*, a sample of which is included in this Handbook, and the policies and procedures found in the Parent Handbook.

## AFTER SCHOOL PROGRAM

This program is available to all students in Grades K-8. It operates daily from 2:40 to 6:00 p.m. The program operates every day until 6 p.m. with the exception of the following:

- ◆ Days of the first week of school
- ◆ Days of monthly faculty meetings (school dismissal at 11:30 a.m.)
- ◆ Days of report card conferences
- ◆ Days before Thanksgiving, Christmas, Mid-Winter Recess (February), Easter vacations and Graduation Day for Grade 8
- ◆ The last week of school

## ARRIVAL/DEPARTURE FROM SCHOOL

Parents bringing or picking up their children by car are asked not to double park in front of the main school building. Double parking is illegal, unsafe, and obstructs the faculty parking in front of the building. Students will never be released from school or the After School Program to take a taxi unless a letter has been received from the parent/guardian in the morning of the day in question. Fax requests cannot be accepted.

## ASSESSMENTS

In addition to class and school exams your child will also take part in the Archdiocesan testing program, which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These test measure academic growth over a period of time.

### Standardized Tests

ITBS	Grades 1 to 8	March
ITBS (optional)	Grade K	May
CogAt	Grades 2, 4, 5 and 7	March

### Archdiocesan Tests

Religion Test	Grades 3 to 8	June
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### NY State Tests

English/Language Arts	Grade 4 and 8	January
Math	Grades 4 and 8	March
Science	Grade 4	May
	Grade 8	January
Social Studies	Grade 5	November
	Grade 8	June
Technology	Grade 8 (optional)	June

The faculty of St. Elizabeth School reviews these test results regularly for the purpose of promotion or retention, academic intervention services (AIS) for those who need extra assistance, and grouping for reading and math.

### **ATTENDANCE**

Any time a student does not attend school when school is in session he/she is absent. **Regular attendance has an important bearing on a child's success in school. Except in the case of illness students should be in school and arrive on time. Parents are asked to call the school at (212) 568-7291, or fax (212) 928-2515, before 8:00 a.m. whenever their child will be absent. Preschool parents should call (212) 795-0783.**

A written note explaining the reason for the absence must be presented to the classroom teacher upon the student's return to school. If this note is not on file the absence will be entered as ILLEGAL. When excessive absences from school occur, a note from the doctor is required for the student to be readmitted to class.

All personal appointments, including medical/ dental appointments, should be scheduled after school hours, so that the students will not lose instructional time. Absences due to extended vacations are ILLEGAL absences and are strongly discouraged.

If sickness or injury makes it necessary for a child to be absent for a prolonged period of time, please notify the office immediately and arrangements will be made with the New York City Board of Education for Home-Study.

### **BIRTHDAYS**

If parents would like to arrange for their child in pre-kindergarten to grade 4 to celebrate a birthday with their classmates, the following is necessary:

- ◆ Obtain permission from the teacher at least one week in advance.
- ◆ Arrange a mutually-convenient time.
- ◆ Bring juice or soda and cupcakes to the school on the morning of the day of the party. No other food, party favors, or party bags are permitted. This policy ensures that each child will be given the opportunity to celebrate his/her birthday in the same manner as every other child.
- ◆ Parents and family members are not permitted to attend.

### **CHANGE OF ADDRESS OR TELEPHONE**

*See Address or Telephone Changes*

### **CHILD ABUSE LAWS**

Under New York State laws, school officials are responsible for reporting any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is the judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the Principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

### **CHILD CUSTODY**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Noncustodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order. Such parents may be asked to supply the teacher with self-addressed envelopes for convenience and expediency.

Non-custodial parents may pick up a child only if previous arrangements have been made and the custodial parent has communicated in writing with the classroom teacher and office.

## COMMUNICATION, PARENT-TEACHER

*See Parent-Teacher Communication*

## DISCRIMINATION POLICY OF SCHOOLS IN THE ARCHDIOCESE OF NEW YORK

Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all of their activities, on the Christian teaching of the essential equality of all people, as rooted in the providence of God, Christ's love, and the supernatural destiny of every person. Since discrimination is incompatible with their nature and mission, Catholic schools do not discriminate on the basis of race, color or national origin in the administration of educational policies, scholarship and loan programs, and athletic and other school programs.

This policy is established for all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or religious communities in the Archdiocese. A complete listing of the names and addresses of these schools may be found in *The Official Catholic Directory*.

### DRESS CODE

The school uniform is a symbol of attendance at St. Elizabeth School. It is important that students take pride in their appearance by wearing their complete uniform. The uniform must be purchased through the school from Scholastic Uniform Company, and should be clean and in good repair.

The uniform is to be worn every day unless students are participating in a special program or trip. Parents will be notified by the teacher in writing if students are exempt from wearing uniforms on a particular day. On days when uniforms are not required students must dress in a neat casual manner. Jeans and tee shirts may be worn but they must be in good condition. TIGHT-FITTING and OVERSIZED clothing is not permitted. The length of girls' uniform skirts must be to the bottom of the knee. Uniform skirts and jumpers that are too short must be altered or be replaced. Blouses and shirts must extend *below* the waist and be purchased from Scholastic Uniform Company. Athletic attire and sweatsuits are not permitted. The student's name must be written in all items of clothing, including the gym uniform.

In addition to wearing the complete uniform, girls' and boys' hair is to be well-groomed. Sculpted hair designs, including "tails," are not permitted. The coloring, "streaking," or dyeing of hair is not permitted. Hair clips, earrings, bows and headbands must be no larger than 1 1/2 inch in length or width. Jewelry must be limited to a religious medal, cross, and watch. Girls' earrings must be posts. Dangling earrings are not permitted. Pearls, stones, etc. are not permitted. Only one earring may be worn in each ear. Boys are not permitted to wear earrings. The wearing of make-up including lip gloss, artificial finger nails and colored nail polish is prohibited. The wearing of tattoos, body piercing and the wearing of jewelry in the nose, lips or any other body parts is strictly prohibited. Head coverings such as hats, kerchiefs, scarves, and "stocking type" coverings are not permitted. This includes during the After School Program, class trips and extra-curricular activities.

Shoes for both boys and girls should be loafer or oxford style, and should have flat heels. They should be polished. Shoes with designs or metal decorations are not permitted. ***BOOTS AND BLACK ATHLETIC SHOES ARE NOT PERMITTED, even if they are black or "hush puppy" styles. If younger children have shoes with laces, they need to be able to tie them by the opening day of school.***

The chewing of gum and the use of cell phones and beepers is strictly prohibited. If parents wish for their child to have a cell phone or beeper, they must send a letter to the Principal requesting that his/her child have a cell phone. The parents must then sign a contract and return it to school, stating, among other things, that his/her child will keep it OFF in the school building. It is kept on file and the child's name is placed on a master list which is given to the teachers. If a child uses a cell phone for calls or text messaging, his or her teacher will return it to his or her parents, and the child will not be permitted to have a cell phone in school for the remainder of the school year.

*\* This Dress Code Policy may be changed -- as all contents of the Handbook -- at any time. There are times when "fads" emerge which were not in style when the Handbook was last revised.*

*BOYS' UNIFORM*  
*Kindergarten-Grade 4*

- ◆ White shirt (long or short sleeves)
- ◆ Grey school pants which fit properly and do not extend below the top of the shoes
- ◆ Black leather belt
- ◆ Green school sleeveless vest or v-neck pullover sweater, or blazer, with school emblem
- ◆ Grey school socks
- ◆ Black or navy blue shoes - loafers or tie shoes (**boots and athletic shoes are not permitted**)
- ◆ Plaid school tie

*BOYS' UNIFORM*  
*Grades 5-8*

- ◆ White shirt (long or short sleeves)
- ◆ Grey flannel school trousers which fit properly and do not extend below the top of the shoes
- ◆ Black leather belt
- ◆ Green school sleeveless vest or v-neck pullover sweater, or blazer, with school emblem
- ◆ Grey school socks
- ◆ Black or navy blue shoes - loafers or tie shoes (**boots and athletic shoes are not permitted**)
- ◆ Solid green school tie

*GIRLS' UNIFORM*  
*Kindergarten-Grade 4*

- ◆ White blouse with rounded collar (long or short sleeves)
- ◆ Green plaid pleated jumper with emblem - length to below the knee
- ◆ Green knee socks or tights
- ◆ Navy blue or black shoes - loafers or tie shoes (**boots, athletic shoes, and shoes with heels of more than 1 inch are not permitted**)
- ◆ Green school cardigan sweater with emblem
- ◆ Matching plaid crossover tie

*GIRLS' UNIFORM*  
*Grades 5-8*

- ◆ White blouse with pointed collar (long or short sleeves)
- ◆ Green school sleeveless vest or v-neck pullover sweater with emblem
- ◆ Plaid skirt - length to below the knee
- ◆ Green knee socks or tights
- ◆ Navy blue or black shoes - loafers or tie shoes (**boots, athletic shoes, and shoes with heels of more than 1 inch are not permitted**)

*GYM UNIFORM*  
*Grades K-8*

- ◆ White t-shirt \* or ash grey printed sweatshirt with school logo
- ◆ Shorts \* or grey sweatpants with school logo\*
- ◆ White socks
- ◆ Sneakers

*\*Purchased from the school. Order forms are available in the office.*

**EARLY DISMISSAL**

Children in grades K-8 are not to be picked up before 2:40 p.m., and preschool children are not to be picked up before 3:00 p.m. However, if there is an emergency that requires your child to leave earlier, please notify the Office in the morning. Students will never be released from school or the After School Program without being accompanied by a parent/guardian or a designee of the parent/guardian. You must send a note to your child's

teacher informing him/her that you or your designee will be picking up your child at an earlier time, and please specify the exact time.

### **EMERGENCY PHONE NUMBERS**

Please be sure the Office or Preschool Office has at least TWO NAMES and PHONE NUMBERS of people to be called in case of an emergency (if parents cannot be reached). Please keep these names and numbers updated.

### **EMERGENCY SCHOOL CLOSINGS**

In case of bad weather parents and students should listen to the radio and television stations regarding school closings due to emergencies. If New York City Public Schools are closed, St. Elizabeth School is also closed.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are offered to students of grades 4 through 8. These include:

Yearbook	Newspaper
Art Club	Technology Club
Student Ambassadors	Science Club
Chorus	Scrabble Club
Altar Servers	CYO Basketball Program (girls and boys)
Chess Club	Book Discussion Group

**Participation is based upon a student's academic effort and behavior. When problems arise, students and parents will be notified. Students not working up to their ability on school work will be asked to withdraw.**

### **FIELD TRIPS**

Field trips are extensions of the classroom learning experiences. Parents will be contacted, in writing, at least two weeks prior to a scheduled field trip. A permission slip will be sent to parents for their signatures.

Field trips will be of an educational nature; trips to amusement parks are not viewed by the Superintendent of Schools as appropriate field trips.

Parents are encouraged to volunteer to accompany students on field trips.

Students can be denied participation in field trips if they fail to meet behavior requirements.

### **FINANCIAL OBLIGATION**

The monthly payment of tuition is due on the 4th day of each month. Tuition payments not received by the 10th day of the month will require the payment of a \$25 late fee. This fee is charged based on the date that the check is received at the school, not the date on the check, unless they are the same.

Payments may be made in cash, by check, or money order. Once a personal check is rejected by the bank, subsequent tuition payments are to be made only in cash or money order. We do not redeposit the rejected check; we will hold the returned check until it is replaced with cash or a money order.

The September tuition must be paid in June and is non-refundable. The School Fee of \$175 is due with the tuition payment made in September (for the month of October).

Parents are urged to read the *School Contract* thoroughly and to request an appointment with the Principal if clarification is needed. Special attention should be given to the requirements regarding inclusion in the Parish Tuition Plan. Every two months, the contributions of the parents in the In-Parish Tuition Plan will be reviewed. If requirements are not met, parents will be billed the difference between the In-Parish Plan and Out-of-Parish Plan.

## **HARASSMENT POLICIES**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. Elizabeth School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The Principal and Assistant Principal investigate all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the Principal immediately. Teachers, also, should report threats made against them to the Principal.

Deliberate defamation of others is not consistent with Christian values. Students will be held accountable for harm they cause others.

## **HIV/AIDS CURRICULUM**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K-12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- ◆ The student not toilet-trained or is incontinent, or unable to control drooling.
- ◆ The student is unusually physically aggressive, with a documented history of biting or harming others.

## **HOMEWORK**

Homework is an important and integral part of learning. It is work assigned to be accomplished outside of class by the student and is a shared responsibility of the school and home. A quiet place for study should be assigned for each child, free from the distraction of television, radio, CD players, telephone, DVDs, Gameboys, use of the computer, etc. Parents/guardians should sign all written homework.

The purpose of homework is to help students to:

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

Homework assignments have a specific and significant goal, taking into consideration individual student differences.

Homework will never be used as punishment. Care should be taken to ensure that parents and individual tutors do not assist students so much that homework is not the work of the students.

Each student in grades 2-8 must have an assignment book, used to record daily homework assignments. Students in grades 4-8 are to use a special assignment book required by their teacher. These are to be purchased in the school. Parents are asked to discuss these assignments with their children each evening and to sign the page after assignment completion. It may be necessary for teachers of grades K and 1 to make other arrangements for their students until they are able to record their assignments. These teachers will inform parents of the procedure. Teachers will explain their Homework Policy to parents at the "Welcome Back to School Night" in September.

All students will be required to read at home each evening. The length of time will be determined by the classroom teacher. Students are also required to read a **minimum** of 25 books per year.

All students in grades 4-8 are required to participate in the Science Fair.

Student notebooks will be reviewed regularly and evaluated by their teachers. It is the responsibility of each student, with teacher and parental guidance, to know what homework has to be done, and to complete all written and study assignments. Students are prohibited from defacing notebooks.

The assigning of homework on weekends and holidays will be left to the teacher's discretion.

### HONOR ROLL

Students in grades 4-8 who have actively promoted the philosophy of St. Elizabeth School by interacting positively with their classmates, teachers and administration, and who have excelled academically will receive special recognition at *Honors Assemblies* four times a year. Students are also given special recognition for effort and peacemaking at this time. Parents are invited to attend these Assemblies. Physical Education  
Effort/Conduct

The following is the criteria for the Honor Roll: (Attendance and Punctuality must be consistently good.)

#### *Honor Roll A:*

90%-100% Average  
All grades 85% or higher  
A or B grade required for:  
Art  
Physical Education  
Effort/Conduct

(Attendance and Punctuality must be consistently good.)

#### *Honor Roll B:*

85% - 89% Average  
All grades 80% or higher  
A or B grade required for:  
Art  
Computer

The *Effort Award* is given to the student in each homeroom who consistently puts forth his or her best effort to achieve his or her potential.

The *Peacemaker Award* is given to the student in each homeroom who lives peacefully and encourages his/her classmates to do so.

The *McCarten Tuition Scholarships* of \$500 each are given in memory of John and Agnes McCarten by their daughter Barbara McCarten (Class of '50). They are awarded at the end of the school year to two 7th grade students who have excelled academically and who promote the philosophy of St. Elizabeth School by their words and actions.

The *John & Mary Kate Donohue Memorial Scholarships* of \$1250 each will be presented yearly to two seventh graders who have excelled academically and who promote the philosophy of St. Elizabeth School by their words and actions.

The *Mary Elizabeth McLaughlin Scholarship* of \$1000 is presented yearly to one female student who who puts forth exemplary effort in academics, provides service to teachers and classmates, and promotes the philosophy and mission of St. Elizabeth School by their words and actions.

The above scholarships are awarded at the June Honors Assembly.

Students are also recognized for participation and accomplishments in other types of learning opportunities, such as Spelling, Religion and Speech Bees, Science Fairs, the Aquinas High School PULSE Science Program, and the Academic Olympics at Mount St. Michael.

### HOURS, OFFICE/MAIN OFFICE

The school office will be open for business from 7:30 a.m. to 8:30 a.m. and 1:30 p.m. to 3:00 p.m. each day.

Inquiries regarding financial statements and/or payments should be referred to the Business Manager, during these hours. Tuition payments will not be accepted at the reception desk or the main office.

### **HOURS, SCHOOL**

PK 7:30 a.m. - 5:30 p.m. (Instructional 8:15-3:10)

Grades K-8: 8:00 a.m. - 2:40 p.m.

Half-day Sessions: Dismissal at 11:30 a.m.

After-School Program 2:40 - 6:00 p.m.

### **INTERNET AND TECHNOLOGY POLICY**

Freedom of inquiry and access to information are fundamental to the development of our society, and are the right of all students and staff. On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communication and exploration.

On-line resources such as the Internet can be used to educate, to inform, to communicate and to entertain. As a learning resource, they are similar to books, magazines, video, CD-ROM, and other information sources. Students and staff have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information.

### **INTERNET AND TECHNOLOGY GUIDELINES FOR FACULTY AND STAFF:**

Internet users at St. Elizabeth School are expected to use the Internet as an educational resource. The faculty and staff should follow these procedures and guidelines to help ensure appropriate use:

- ◆ Students are to receive instruction in the proper use of the Internet through a review of *Student Expectations for Use of the Internet* (see below).
- ◆ Students are required to sign a contract indicating their understanding and acceptance of the school's guidelines.
- ◆ Students are responsible for their explorations of the Internet and are subject to the consequences of the school's discipline policy.
- ◆ Teachers are mandated to report objectional screen names, inappropriate language and websites used by students, and other activities that go against the mission and philosophy of the school.

### **STUDENT EXPECTATIONS IN USE OF THE INTERNET AND TECHNOLOGY:**

The use of technology is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in consequences laid down by the school.

A. Use of the computer at school is limited to school related activities. Internet users, both in school and at home, are expected to behave responsibly in accessing, viewing and sending information that is pertinent to the mission of the school.

1. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
2. Inappropriate screen names are forbidden. Once reported by teachers, students will be given 24 hours to adopt a new one or will be denied use of the school computers.
3. Do not pursue or transmit material that is obscene or in any other way does not reflect the mission and philosophy of the school, or post photographs or information to websites that do.
4. Do not discuss material obtained outside school from other sources that are not in keeping with the school's mission and philosophy.
5. If you develop or appear on a website or blog, you may not refer to the name of the school, give any information about the school, or be pictured in school attire.
6. Emails and website or blog entries, originating both with in and outside of school, may not defame the character of school teachers, staff members or other students.

**Failure to follow these rules will result in withdrawal from the technology program, possible denial of re-registration for the following school year, or expulsion from school.**

- B. Students will respect the technology resources of the school. Students will not waste or take supplies such as paper, printer cartridges, and diskettes provided by the school. Students will work quietly respecting the rights of others, keep their computer work area clean, and will not eat or drink in the computer lab.
- C. Students will respect copyright laws.
  - 1. Students may not make unauthorized copies of software, nor give, lend or sell copies of software to others.
  - 2. Only public domain software (“shareware”) can be downloaded.
- D. Students will not engage in behavior that compromises the safety of themselves or other persons.
  - 1. Do not reveal your home address or phone number, or that of other students.
  - 2. Never agree to get together with someone you “meet” on-line without first checking with your parents or a responsible adult at school.
  - 3. Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- E. Illegal activities are strictly forbidden.
  - 1. Vandalism and other infractions of school policy while using the Internet will result in immediate cancelation of privileges along with disciplinary action.
  - 2. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- F. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - 1. Be courteous and respectful in your messages to others.
  - 2. Proofread your message before you send it.
  - 3. Students will respect the work of others by not seeking the passwords of others; and not copying, reading, changing or using files of other users without their permission.
  - 4. Do not use the network in such a way that you would disrupt the use of the network for other users.

**PARENTAL RESPONSIBILITIES IN USE OF THE INTERNET AND TECHNOLOGY:**

Parents are primarily responsible for ensuring that students use technology and the Internet appropriately **BOTH AT SCHOOL AND AT HOME.**

Parents should discuss this Acceptable Use Policy with their child and the consequences for not following them. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the *Contract Form* once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school.

Parents should closely monitor their child’s use of the Internet, and prohibit the accessing, viewing, posting to, or composing inappropriate emails, wbsites and blogs, especially MySpace, FaceBook, and other social websites.

If parents permit their child to post information or photos of themselves on any website, they may not refer to the name of the school, give any information about the school, or be pictured in school attired. Failure to follow these rules will result in non-reregistration for the following school year.

**LUNCH AND BREAKFAST PROGRAM**

The Archdiocesan Child Nutrition Lunch Program provides a nutritious meal daily for all students. Parents are required to complete forms at the beginning of every school year to determine eligibility for Free, Reduced Payment or Full Payment status. Failure to submit a completed lunch form will require parents to pay full price.

Students are expected to eat the school lunch, including milk. They are to bring a doctor’s note if they cannot drink milk and must bring juice. Students are not permitted to bring snack foods to school unless they are participating in an after school activity or are in the After School Program. Students in need of a special diet must have a doctor’s note on file in the school office to bring their lunch to school.

Students may go home for lunch, provided that a written request from the parent is on file in the office which includes the name(s) of the persons who will be picking up your child. Students may not leave the school unaccompanied. The child must comply with the time of the lunch schedule.

There is a Lunch Service Fee of \$25 per year/per student to cover the hourly stipend paid to the volunteers who assist in the lunchroom each day. This is to be paid with the October tuition.

### **MATERNITY/PATERNITY POLICIES**

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the Principal after consultation with his/her parents and guardians, and inconsideration of the best interest of the students, the unborn child and the school's educational expectations.

### **MEDICAL REQUIREMENTS**

Children must have a complete medical and dental examination prior to admission, and preschool students must have one each year thereafter. The following immunizations are required: measles, rubella and polio. Please see appendix for further information on requirements. Medical forms must be submitted on time.

### **MEDICATIONS**

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse and will be kept with his/her in the medical room. A written statement from the parent or guardian requesting administration of the medication in the school, as ordered by the licensed physician, is required to be given to the nurse, who will administer all medications. No arrangements will be made by telephone or "walk-in."

**Since a major problem will occur if the nurse is not present at the school on a particular day, the school encourages parents to speak to their physicians and work out a schedule of administration of the medication before or after school.**

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- ◆ student name
- ◆ name and phone number of the pharmacy
- ◆ licensed prescriber name
- ◆ date and number of refills
- ◆ name of the medication and dosage
- ◆ frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers -- one for home and one for the nurse.

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

### **MONEY**

Money that is brought to school for a specific purpose (class trip, book fair, milk money, tuition, fees, book clubs, fundraisers, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$1) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

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

Parents must be made aware of the intentional Catholic witness in our schools. St. Elizabeth School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

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

### **OFFICE HOURS**

*See Hours, Office/Main Office*

### **PARENT RESPONSIBILITIES**

*See Responsibilities of Parents*

### **PARENTAL COOPERATION POLICY**

Because parents, guardians and those associated with them (hereafter “parents”) are the first teachers of their children, and because our elementary schools strive to be faith communities, the importance of parental cooperation and support for the school program cannot be understated. After all, how can the school develop respect for authority and established procedure in a student, if the parent seems to engage in contrary behavior when he or she deals with the school?

Ideally, parent conduct will adhere to all school procedures and demonstrate acceptable conduct at all times in dealing with school administration, faculty and staff. The following is unacceptable conduct by parents:

- ◆ physically assaulting or making threats upon any staff member;
- ◆ verbally abusing any staff member by speaking in an angry or loud tone of voice;
- ◆ engaging in negative behavior or conversation with other parents without bringing the problem to the attention of the teacher or administration;
- ◆ harassing any staff member or parent(s) or student(s); and
- ◆ engaging in any behavior related to the above.

This conduct can result in withdrawal of the student from the school and/or the denial of re-registration for the following year.

### **PARENT-TEACHER COMMUNICATION**

Parents are encouraged to discuss with the teacher any concerns they have regarding their child. They are requested to contact the teacher in writing to schedule a conference. The teacher will respond to this request and an appointment will be arranged at a mutually convenient time.

Spontaneous classroom visits are not permitted because they disrupt the teaching/learning process. If a parent wishes an appointment with the Principal or Assistant Principal, a written or verbal request to the School Secretary or Receptionist is necessary.

A parent may be requested to observe their child in the classroom environment if there is a behavioral or learning difficulty.

### **PHILOSOPHY AND GOALS**

St. Elizabeth School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

For a copy of the school’s Philosophy, please see the end of this handbook.

## **PHYSICAL EDUCATION**

Physical Education is an integral part of a student's learning. Complete participation during class is essential for the achievement of a satisfactory grade.

Students must come prepared for Physical Education class and wear their complete gym uniforms. Students unprepared will not be permitted to participate in the class thus risking failure on the report card. Students who are unprepared for three Physical Education classes will receive a failing grade for that marking period.

A written excuse from a doctor will exempt students from taking part in the Physical Education Program. A doctor's note is also required when, after an illness, a child cannot resume physical education activities.

## **PROPERTY, RESPECT FOR**

*DESKS:* Students are expected to maintain a neat, clean, organized desk. Writing or scratching on desktops is not permitted. Books, folders, etc. are to be kept inside the desks and not on the floor. This is especially important at the close of the school day. School bags (K-5) are to be kept in the closet and not to be hung on the desks and chairs. Grades 6-8 may keep schoolbags at desks due to departmental schedules.

The chewing of gum, the possession of portable electronics such as Ipods, Video Ipods, Nintendos DS, Gameboys, PSP Playstation Portable, and the use of cell phones and beepers is strictly prohibited. If parents wish for their child to have a cell phone or beeper, they must notify the Principal in writing and state that his/her child will keep it OFF in the school building. This includes text messaging. If this policy is not followed, the cell phone will be returned to the parents by the homeroom teacher and priveleges will be revoked.

*TEXTBOOKS/WORKBOOKS:* The replacement of lost or damaged books is the student's responsibility. All textbooks and workbooks are to be covered. Covering books with adhesive cover (contact paper) is not permitted. Writing or drawing on notebook covers is not permitted.

*COMPUTERS/PRINTERS:* Students are required to take the utmost care of computers and peripheral materials. When not in use, computers must be covered.

## **PUNCTUALITY**

The school day begins at 8 a.m. for grades K to 8. Students (K-8) are expected to be on line with their class in the auditorium of the main building at 8 a.m. when morning assembly begins. After morning prayer and assembly the students will be escorted to their classrooms by their teachers. Students arriving after 8 a.m. are late and will be issued late passes when entering the auditorium.

Students who arrive after the classes have left the auditorium must obtain a late pass from the Receptionist for admission to class. A student's record of lateness becomes a part of his/her permanent record. Students who are late will not be eligible for honors.

The Instructional Preschool Program begins promptly at 8:15 a.m., therefore preschool students must arrive on time to the Annex Building and be with the other students by 8:15 a.m. Breakfast is served from 7:30 to 8:00 am for those who wish it.

The Main Building will open at 7:45 a.m. each day and the Annex Building at 7:30 a.m.

## **REPORT CARDS AND GRADING**

Report cards are distributed four times a year for grades K-8, two times a year for pre-kindergarten. Parents must return the report card envelope signed as a record that they have received their child's report card.

Parent-Teacher Conferences are held twice a year in the fall and spring. The dates of these conferences can be found on the *Yearly Calendar*. Appointments are made with the homeroom teacher. If parents wish a conference with other teachers, they are asked to request an appointment at another time.

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects. The achievement mark is based upon the demonstration of mastery of material covered in class. This achievement mark is based upon the demonstration of mastery of material covered in class, such as: tests, quizzes, class work/participation, homework, projects and portfolios.

The final grade on the report card is an average of the previous report card grades. This grade will be recorded on the student's permanent record card. Numerical marks are recorded on report cards for grades 3-8; letter marks are recorded on report cards for grades K-2. Passing is an mark 70% or above for grades 3-8; and passing for grades K-2 is a letter mark of A, B, or C. A "D" is borderline mastery.

The conduct/effort mark is placed under Character Development as a "Conduct Grade." This mark indicates that the student follows class and school rules, shows care in the use of personal property, treats teachers with respect, treats other students with respect, exercises self-control, and listens attentively.

### **RE-REGISTRATION**

All children returning for a new school year must complete the re-registration procedure. The September tuition payment is due by June 4 of the previous school year to finalize re-registration. Those parents re-registering after the registration period has passed can do so based on the availability of space only.

### **RESPONSIBILITIES OF PARENTS**

Just as the parents look to the school to provide the facilities and the trained personnel which are essential to their child's proper development, so the school looks to the parents to assume active responsibilities which cannot be delegated to others.

No school can be wholly effective in teaching the virtues of religion, honesty, respect for authority, consideration for the rights and property of others and standards of personal morality and integrity unless these principles have been established, upheld and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Be aware that a Catholic School or administrator can address and restrict conduct occurring outside of school. What students do outside of school can negatively impact a school's reputation.

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

- ◆ Promoting Catholic teachings and making it possible for their child/children to attend church every Sunday.
- ◆ Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- ◆ Explaining and reviewing periodically the school behavior code with their child.
- ◆ Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- ◆ Seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian values.
- ◆ Insisting on their child's regular school attendance and punctuality and by complying with attendance rules and procedures.
- ◆ Making all tuition and fee payments on time, and participating in fundraising activities.
- ◆ Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics and on the Internet. (See "Safety Regulations.")
- ◆ Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- ◆ Arranging for a time and place for their child to complete homework assignments.
- ◆ Providing and replacing school supplies.
- ◆ Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- ◆ Attending the General Meeting in the fall, all Parent-Teacher Conferences and Home-School Association meetings.
- ◆ By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in a non-renewal of the school contract for the following year.

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

### **RESPONSIBILITIES OF STUDENTS**

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

- ◆ Try to do their best work at all times.
- ◆ Treat all members of the school community, (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- ◆ Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or violent behavior.
- ◆ Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing and dress).
- ◆ Speak in a well-modulated tone of voice.
- ◆ Observe the school dress code, including standards on no-uniform days.
- ◆ Help care for school property and keep the school free from damage and defacement.
- ◆ Be of service to others at all times.

### **RETENTION, CRITERIA FOR**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

The decision to retain or promote a student is a very serious one. One consideration is which of the two grade placements will better help the student. Testing, diagnosis, and actual performance may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. When making this determination, a teacher may recommend that a student receive an educational evaluation. Parents are urged to comply with such a request if they wish their child to continue his/her education at St. Elizabeth School.

When the probability of retaining a particular student arises, the parents will be informed no later than the time of the second report card.

### **SAFE BEHAVIOR**

Students are instructed in the basic rules of safety. Parents are asked to reinforce this instruction frequently at home. The students must obey the rules of safety at all times, especially during lunch recess and physical education class.

*LUNCHTIME: (Lunchroom, Courtyard and Classrooms on Inclement Days)* Students are instructed to use this time productively by engaging in positive conversation with peers, working on school projects, etc. Pushing, hitting or "play fighting" are not permitted, and students who consistently engage in this behavior will not be permitted to eat lunch in school. Parents will be asked to make other arrangements. Students who choose to engage in negative behavior at lunchtime may not be offered re-registration for the following school year.

*AFTER-SCHOOL ACTIVITIES:* Students remaining after school for any reason must remain inside the school and may not leave the building for any reason.

### **SAFETY REGULATIONS**

The area surrounding St. Elizabeth School is designated a Drug Free School Zone. It encompasses a distance of 200 yards around the school and covers all streets surrounding the school. Any person caught in possession of

illegal substances within the school area will be arrested and subject to fines and punishment under the law. Our students are educated in class about the dangers of drugs.

Our school strictly forbids the use of drugs, alcohol and cigarettes, violent behavior or the bringing of school knives, weapons, or any items which may be used as weapons (nail files, clippers, letter openers, box cutters, razors blades, lasers, etc.) They are forbidden to engage in other inappropriate behavior (inside or outside the school building) which violates the school philosophy of peacemaking, non-violence, and respect for others. This includes verbal threats, use of violent and/or “street language,” or sexual “double meaning” terms to teachers, administrators, peers or staff; infringement of privacy; telephone harassment; inappropriate dress (see dress code); defamation of character by email or on internet sites; and/or writing, gestures or physical touching of a sexual nature.

Any student found to be in violation of these rules is subject to a two to five days suspension from school, which can result in expulsion from school. The decision for expulsion will be made at the discretion of the Principal and Pastor and will be final.

### **SCHOOL GROUNDS, USE OF**

St. Elizabeth School does not have staff available to supervise students present on the school grounds before 7:45 a.m. and after 2:40 p.m., unless students attend the After-School Program. Students should not arrive on the school grounds prior to 7:45 a.m. and parents must arrange to pick up their children promptly at dismissal times. **IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:45 A.M., PARENTS MUST PROVIDE FOR THEIR CHILD’S PROTECTION AND SUPERVISION.**

### **SCHOOL HOURS**

*See Hours, School*

### **STUDENT RESPONSIBILITIES**

*See Responsibilities of Students*

### **SUPPLIES, SCHOOL**

Students may purchase school supplies every morning from 8:10 to 8:30 a.m. A list of items available and prices are sent to parents in September.

### **TELEPHONE, USE OF THE**

Students are not permitted to use the telephone. If a serious situation arises, permission to use it will be given by the Principal or Assistant Principal. Parents are urged not to bring forgotten assignments, gym uniforms, school supplies, permission slips, etc. to school for their children, to foster self-reliance and responsibility.

### **WITHDRAWALS AND TRANSFERS**

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

*The Principal reserves the right to amend this Handbook at any time during the school year. Parents will be promptly notified if changes are made.*

**2007-2008**  
**St. Elizabeth School**  
**612 West 187th Street, New York, NY 10033 (212) 568-7291**

**CONTRACT**  
**Grades Pre-Kindergarten - 8**

Realizing that the education of my child/children is a joint venture between parents and teachers, I agree to support the Administration and the Faculty of St. Elizabeth School in the following ways:

1. By promoting Catholic teachings and making it possible for my child/children to attend church every Sunday. I realize this is an obligation of every Catholic and my attending Church is all important for my child's spiritual growth.
2. By cooperating with the administration, teachers and staff by promoting all aspects of the school philosophy.
3. By following all rules and regulations of the school, especially those regarding discipline, dress and personal appearance, attendance, and homework policies as per the Parent Handbook.
4. By promptly paying all bills. **All tuition payments are due by the 4th of the previous month.** If a check does not clear at the bank, I agree to pay the bank fees, and to pay thereafter in cash or by money order. A fee of \$25 is charged for late payments received after the 10th of the month.
5. By complying fully with the tuition policy described below.

**TUITION**

**Parish Tuition Plan:** To be eligible for this plan, you must be a registered member of St. Elizabeth Church and have met the mandatory contributions for the previous calendar year (2006). Membership requires that families worship regularly at St. Elizabeth Church and contribute a minimum of \$4 per week in the official donation envelope at Mass.

**Out-of-Parish Tuition Plan:** You belong to this category if you are (1) a parishioner and choose not to use your church envelopes, (2) worship at another church, or (3) are not Catholic.

Pre-Kindergarten (7:30-5:30)	\$600 per month	Pre-Kindergarten (7:30-5:30)	\$600 per month
Kindergarten	\$290 per month	Kindergarten	\$315 per month
Grades 1-8 (1 child)	\$260 per month	Grades 1-8 (1 child)	\$295 per month
(2 children)	\$480 per month	(2 children)	\$515 per month
(3 children)	\$645 per month	(3 children)	\$695 per month

\* The September tuition payment, which is non-refundable, is due (1) by June 4 for students re-registering, and (2) at the time of registration for new students.

**SCHOOL FEES**

Registration Fee	\$75 per child
Re-Registration Fee	\$60 per child
School Fee * (due Sept. 5)	\$225 per child
Technology Fee (due Oct. 4)	\$125 per child
Cafeteria Services Fee (due Oct. 4)	\$25 per child

\* School Fee includes books not covered by the NYS Textbook Program, testing, Archdiocesan Student Information Services, and materials fees for special programs.

\*\* All fees are non-refundable.

\_\_\_\_\_  
 Child's name

\_\_\_\_\_  
 Grade for September 2007

My choice of tuition plan is:

[ ] PK-8 Parish Tuition Plan contingent upon verification of active church membership.

[ ] PK-8 Out-of-Parish Tuition Plan

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Principal

\_\_\_\_\_  
 Signature of Pastor

# ST. ELIZABETH PRESCHOOL PROGRAM

In addition to all contained in the Parent Handbook, the following guidelines are also to be followed by parents of preschool children.

## GOALS OF THE PRESCHOOL PROGRAM

- ◆ To provide experiences that meet the child's needs for physical, social, emotional, cognitive and spiritual development.
- ◆ To foster self-esteem in each child and a positive feeling toward learning.
- ◆ To develop social skills through play and interaction with both adults and peers.
- ◆ To provide children with hands-on learning experiences through the use of manipulative materials.
- ◆ To create a nurturing environment based on love, trust and affirmation, where the child can acquire readiness for a successful transition to Kindergarten.

## SIGNING IN & OUT

It is important to be aware that only those persons designated by YOU, whose names are on file in the Preschool office, will be permitted to pick up your child. The Sign In/Sign Out Book is to be signed by an adult only.

## TOYS

The Preschool is equipped with an abundance of play materials which are shared by all children. Therefore, we ask that children do not bring any toys to school unless invited to do so by their teacher for "Show and Tell."

## CLOTHING

It is important that your child have an extra set of clothing (underwear, socks, pants, top) at school. Please change extra clothing periodically according to the season and your child's growth. When clothing is soiled or wet and sent home, please replace extra clothing immediately with clean clothing.

We are aware of the expense of clothing, so we ask you to please mark each piece of clothing with your child's name. We cannot be responsible for unmarked clothing.

## BIRTHDAYS

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

- ◆ Obtain permission from the teacher at least one week in advance.
- ◆ Arrange a mutually-convenient time.
- ◆ Bring juice or soda and cupcakes to the school on the morning of the day of the party. No other food, party favors, or party bags are permitted. This policy ensures that each child will be given the opportunity to celebrate his/her birthday in the same manner as every other child.
- ◆ Parents and family members are not permitted to attend.

# THE AFTER SCHOOL PROGRAM

The After School Program is offered to students in Grades K through 8 and operates every school day from 2:40 to 6:00 p.m. with the exception of the following:

- Days of the first week of school
- Days of monthly faculty meetings (dismissal at 11:30 a.m.)
- Days of report card conferences
- Days before Thanksgiving, Christmas, Mid-Winter Recess, Easter vacation and Graduation Day for Grade 8
- The last week of school

## **THE PROGRAM INCLUDES THE FOLLOWING:**

1. HOMEWORK ASSISTANCE: Homework will be supervised and assistance given when necessary. (Individual tutoring is not possible.)
2. ENRICHMENT ACTIVITIES: Individual and group activities are provided, including: sports, music, computer, art and dance in the gymnasium and playyard.
3. SNACKS: Juice and/or milk is served with cookies, crackers, pretzels, etc. Students may bring a snack ... healthy ones, please!

## **TUITION/FEES:**

A non-refundable fee of \$50.00 is due at the time of registration. Payments are due not later than the 4<sup>th</sup> day of each month. Fee scale is as follows:

- \$125 per month for one child
- \$220 per month for a family with two children (\$110 per child)
- \$300 per month for a family with three children (\$100 per child)

## **ADMISSION:**

Admission to the program is on a “first come, first served” basis. Students presently enrolled in the ASP and re-registering for the 2007-2008 school year are given priority until the re-registration period ends in February. After this date, enrollment in the program will be according to the availability of space.

## OUR PHILOSOPHY

### ***“Educating the Whole Child for a Full Life”***

Since its founding in 1936, the Mission of St. Elizabeth School has been to provide our students with the opportunity to reach their full potential in a Catholic school atmosphere of love, trust, hope and service. We strive to mold these students into whole persons, in whom knowledge, habits, attitudes and values are developed side-by-side with academic achievement.

By reflecting the example of Jesus with all whom we meet, we promote a family-like environment where all members of the school community – parents, teachers, administration, clergy and staff – take part in our mission. Through the dedication of many, we embrace the intellectual, personal, spiritual, social and physical development of our students.

***Intellectual:*** Respecting the individuality of each child’s giftedness, we help students develop the desire to learn, the skills to solve problems, and the study habits to learn independently. Our challenging curriculum reflects the spiral structure of knowledge and skills, from basic to advanced, and from the concrete to the abstract, facilitating our students’ development as life-long learners.

***Personal:*** We encourage the students to become persons of good character and strong commitment, providing them with activities that heighten their awareness of themselves as unique and gifted individuals, and their concerns for serving the world and their environment. We also encourage them to express themselves creatively, through music, art and dance.

***Spiritual:*** We help students to grow in their Catholic faith and to develop their relationship with God, through formal and informal instruction, daily prayer, active participation in the liturgy, and personal expression of faith.

***Social:*** Through classroom and co-curricular activities, we invigorate each student’s needs to interact with other students and adults, and provide them with the skills and guidance to develop positive relationships.

***Physical:*** We see each child as a creation of God with special gifts and talents, and our physical education program and activities respect and celebrate this uniqueness while promoting a “healthy mind in a healthy body.”

These goals are integrated into a cohesive program, developed and implemented cooperatively by the Pastor, administrators, faculty and parents. Our programs are continually evolving and specifically targeted to meet the diverse and changing needs of our Washington Heights population, and the technological advances of our society. Thus, we acknowledge evaluation, both individual and group, formal and informal as an important aspect of the learning process.

As a professional body, we depend on one another for growth and support, and bond together as a student-centered family. We also value cooperation between home and school, providing frequent communication and promoting active participation and leadership of the parents in their children’s academic life.

It is our hope that our students, upon entering the mainstream of society, will demonstrate the same love of learning, vitality and virtues of Christianity that we seek to model everyday.

# IMMUNIZATIONS

## New York State Immunization Requirements for School Entrance and Attendance

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### **New York City**

Pre-K, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered at or after 15 months of age) and 3 Hepatitis B for children born on or after 1/1/95.
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 1/ 1/93
1-12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
1-12 (born on or after 1/1/85)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
Entering Grade 6	Must have mandatory Varicella

New York City Department of Health, Bureau of Immunization, 2  
Lafayette Street, 19th Floor, New York, New York 10007 (212) 676-  
2273

New York State Department of Health, Bureau of Communicable Disease  
Control - Immunization Program, ESP, Corning Tower, Room 640, Al-  
bany, NY 12237 (518) 473-4437

## ASBESTOS LETTER TO PARENTS

September 2008

Dear Parents,

Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material; it is found in floor tiles; it is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern.

Several years ago, because of that concern, the Federal government asked every school in the country to conduct an inspection for all asbestos-containing materials.

The inspection of our school revealed asbestos-containing materials. "It is," as the Environmental Protection Agency states, "important to note that not all friable asbestos containing material need be removed from schools. Once such material has been identified, a program can be implemented to insure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason."

Nevertheless, in order to insure that no danger arises in the future from the friable asbestos, we have arranged corrective action.

Furthermore, in any student access area when friable asbestos has been detected, environmental engineers have been retained to do inspection and evaluation work in order to advise what, if any, steps are required to insure the ongoing welfare of students and staff and to assure that no student or staff member will be exposed to unsafe levels of friable asbestos.

The Archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for all students and employees. The Management Plan is available to all parents and staff during regular school hours.

In compliance with the Archdiocese of New York, the inspection of our building has taken place every six (6) months since 1983. Upon the most recent inspection, everything is fine and safe for our school and students.

Sincerely,

Sr. Noreen Nolan, OP  
Principal

# NEW YORK STATE CURRICULUM & ASSESSMENT INFORMATION

To access State Curriculum and Assessment information in all content areas:

1. Log on to *www.nysed.gov*.
2. Click on assessment.
3. Log in as Parent.

You may also view information on the Archdiocese of New York website:

*<http://www.ny-archdiocese.org/education/superintendent-of-schools/>*

***The purpose of this page is to provide further information on the State Curriculum and Assessments. Please keep it with your Parents Handbook as addendum***

## SAFE ENVIRONMENT LETTER TO PARENTS

September 2008

Dear Parents/Guardians:

Our Catholic tradition has always affirmed the dignity of the human person as created in the image and likeness of God. Every person with whom we come in contact deserves to be seen by us with the eyes of God. We know that ministry with children and youth in particular, is a sacred trust. We, at St. Elizabeth School are committed to preserve, at all times and in all places, this sacred trust which is rooted in our faith in Jesus Christ.

In 2002, the United States Bishops approved The Charter for the Protection of Children and Young People in an effort to protect children and youth from sexual abuse at all levels of church life and to restore trust in a Church scarred by the scandal of clergy sexual abuse. Article 12 of the charter directs all dioceses to create programs and processes to teach children and youth about sexual abuse and its prevention. In the Archdiocese of New York, this training will be integrated into the religious education program each year in all schools and parishes.

With this letter I am enclosing a parent brochure with suggestions for you to ensure the safety of your children.

We thank you for your support and interest as we partner to give our children the safest possible environment to grow in faith, in our parish, school and in our homes.

Sincerely in Christ,

Sr. Noreen Nolan, OP  
Principal

## **SEX OFFENDER POLICY**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- ◆ Students should never go home with strangers.
- ◆ Students should never talk to strangers.
- ◆ Students should never take things from strangers.
- ◆ If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- ◆ Young students should be escorted to and from school.
- ◆ Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

# ST. ELIZABETH SCHOOL CALENDAR

## 2008-2009

### **SEPTEMBER**

- 2 Superintendent's Conference Day  
3-5 Students K-8 (a.m.)/Faculty Workshops (p.m.) - *Dismissal at 11:30 a.m.*  
8 Full Day Sessions begin for PK through 8  
Pre-kindergarten and Universal Prekindergarten Programs begin  
After-School and Lunch Programs begin  
12 Uniform Measurements (Scholastic Uniform Company) - *7:30-9 a.m.*  
16 "Back to School" Parents' Night - Grades 2 & 8 - *6:30 p.m.*  
18 "Back to School" Parents' Night - Grades 1 & 7 - *6:30 p.m.*  
17 Teachers' Conference Day - *School Closed*  
19 Mass of the Holy Spirit - *9 a.m.* - All Welcome!  
23 "Back to School" Parents' Night - Grades 3 & 4 - *6:30 p.m.*  
25 "Back to School" Parents' Night - Grades 5 & 6 - *6:30 p.m.*  
30 "Back to School" Parents' Night - Prekindergarten & Kindergarten - *6:30 p.m.*

### **OCTOBER**

- 1 Feast of St. Thérèse of Lisieux  
6 Christmas Sale (Innisbrook) Begins  
3 Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*  
4 Feast of St. Francis of Assisi  
7 Progress Reports Sent to Parents via Students  
9 Archdiocesan Teachers' Institute - *School Closed*  
13 Columbus Day Holiday - *School Closed*  
17 P.O. Michael J. Buczek Memorial Mass - *10:45 a.m.* - All Welcome!  
31 Halloween Celebration

### **NOVEMBER**

- 4 Election Day - *School Open*  
7 Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*  
10 School Pictures - PK-8  
Test for Admission into Catholic High Schools (TACHS) - Grade 8  
End of First Quarter  
11 Veterans Day - *School Closed*  
13 Feast of St. Francis Xavier Cabrini  
Parent-Teacher Conferences for Grades PK-8 - *3 to 7 p.m.*  
*Dismissal at 3 p.m.*  
After-School Program *Not in Session*  
14 Parent-Teacher Conferences for Grades K-8 - *12-3 p.m.*  
*Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*  
12-13 New York State Social Studies Assessment - Grade 5

(continued)

## **NOVEMBER (continued)**

- 14 Mass in Honor of St. Elizabeth of Hungary - Mass - 9 a.m. - *All Welcome!*
- 15 Feast of St. Albert the Great
- 21 Feast of the Presentation of the Blessed Virgin Mary  
Honors Assembly for First Quarter - Grades 4-8 - 10:45 a.m.
- 26 *School Closed for PK-3 & PK-4*  
PK Parent Conferences - 8 a.m. - 12 noon  
After-School Program *Not in Session*  
*Thanksgiving Recess Begins at 11:30 Dismissal for Grades K-8*
- 30 Advent Begins

## **DECEMBER**

- 1 School Resumes
- 4-11 Christmas Shop Fundraising Event
- 5 Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*
- 8 Feast of the Immaculate Conception - *Holy Day School Closed*
- 12 Feast of Our Lady of Guadalupe - Mass - 9 a.m. - *All Welcome!*
- 15 Progress Reports Set to Parents via Students
- 17 “Breakfast with Santa” - Fundraising Event (Grades K-3)
- 18 Santa Visits the Pre-K
- 22 Christmas Recess Begins at Dismissal through January 2: 11:30 a.m. for K-8  
*Pre-K Not in Session*  
After-School Program *Not in Session*

## **JANUARY**

- 4 Feast of St. Elizabeth Ann Seton
- 5 School Resumes
- 9 Graduation Pictures  
Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*
- 13-15 New York State Language Arts Assessment - Grade 4
- 13-21 Mid-Term Examinations - Grades 3-8
- 19 Martin Luther King, Jr. Day - *School Closed*
- 20 Book Lists are Due
- 20-21 New York State Language Arts Assessment - Grades 6 & 8
- 21 Feast of Our Lady of Altagracia
- 22 March for Life - Washington, D.C.
- 26-30 Catholic Schools Week Begins: “Catholic Schools: Celebrate Service”
- 29 Report Cards Sent Home via Students
- 30 Teachers’ Conference Day - School Closed
- 30 End of Second Quarter for Grades K-8

## **FEBRUARY**

- 6 Honors Assembly for Second Quarter - 10:45 p.m. - *All Welcome!*  
Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*
- 9 Re-Registration Forms for 2009-2010 sent to parents via students

(continued)

## **FEBRUARY (continued)**

- 13 Pre-K dismissal - 3 p.m.  
After-School Program *Not in Session*  
16 President's Day - Holiday - *School Closed*  
17 *School Holiday*  
18 School resumes  
23-29 Book Fair  
25 Ash Wednesday - Mass Grades 2-8 - 9 a.m. - *All Welcome!*

## **MARCH**

- 3 Progress Reports Sent Home to Parents via Students  
3-5 New York State Mathematics Assessment - Grade 4  
4 Registration for Catholic High Schools (after 2:30 p.m.)  
9 Re-Registration for 2009-2010 Ends  
Registration for New Students begins  
10-11 New York State Mathematics Assessment - Grades 6 & 8  
16-31 ITBS Standardized Testing (Grades 1-8)  
17 Feast of St. Patrick - Patron of the Archdiocese of New York - *School Closed*  
19 Feast of St. Joseph - Patron of the Universal Church  
District Speech Bee  
27 End of Third Quarter  
28 Sacrament of First Penance - Grade 2 - 11 a.m.

## **APRIL**

- 2 District Science Fair - Grades 4-8 - 4-6 p.m.  
3 Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*  
6 Parent-Teacher Conferences for Grades PK-8 - 3-7 p.m.  
After-School Program *Not in Session*  
7 Parent-Teacher Conferences for Grades PK-8 - 12-3 p.m.  
Honors Assembly for 3rd Quarter - 10:45 a.m. - *All Welcome!*  
Grades K-8 - *Dismissal at 11:30 a.m.*  
PK 3 and PK 4 - *Dismissal at 3 p.m.*  
After-School Program *Not in Session*  
8 *Easter Recess Begins at Dismissal at 1:30 am*  
After-School Program *Not in Session*  
9 Holy Thursday  
10 Good Friday  
11 Holy Saturday  
12 Feast of Easter  
20 School Resumes  
Candy Sale Begins  
22 Earth Day  
Secretaries Day  
26 First Holy Communion - Grade 2 - *Mass at 9:30 a.m.*  
28-29 New York State Science Assessment - Grade 4

## MAY

- 1 Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*
- 4 All Financial Payments for 2008-2009 Due
- 5-6 New York State Science Assessment - Grade 8
- 15 Candy Sale Ends
- 19 Manhattan Speech Bee
- 20 Graduation Trip (Grade 8)
- 21 Ascension Thursday - Holy Day of Obligation - *School Closed*
- 22 *School Closed*
- 25 Memorial Day Holiday - *School Closed*
- 26 *School Holiday*
- 27 End Term Examinations for Grade 8 - through June 2
- 30 Feast of St. Joan of Arc

## JUNE

- 2-3 New York State Social Studies Assessment - Grade 8
- 2-8 End Term Examinations - Grades 3 to 7
- 4 Archdiocesan Religion Examination - Grades 3-8  
Tuition payment for September due to finalize re-registration for 2009-2010
- 5 Faculty Meeting - *Dismissal at 11:30 a.m. for grades K-8*  
After-School Program *Not in Session*
- 9 Last Day of School for Kindergarten
- 10 Kindergarten Graduation - Classes K-1 - *9 a.m.* & K-2 - *1 p.m.*
- 12 Graduation Day - Class of 2009  
Mass and Graduation Exercises - *9 a.m.* - followed by Reception  
(admission by ticket only!)  
Lunch and After-School Programs End  
*Dismissal at 11:30 a.m. for K-8*  
*Dismissal at 3 p.m. for PK*
- 13 Feast of St. Anthony of Padua
- 15-19 AM sessions/PM rating afternoons for teachers  
*Dismissal at 11:30 a.m. for grades K-8*
- 18 End of Fourth Quarter for Grade K-7  
Report Cards sent to parents via students - PK and Grades 1-7  
Honors Assembly for Grades 4-7 - *10:45 a.m.* - All Welcome!
- 19 Last Day of the School Year!

***Please refer to the School Monthly Calendars for any further revisions to this calendar.***