

THE SCHOOL OF SAINT ELIZABETH

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2026-2027 STUDENT HANDBOOK

REVISED SEPTEMBER 2026

WELCOME TO SCHOOL OF ST. ELIZABETH

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To report your child absent or tardy, please call or email by 8:15 am each morning:
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Philosophy of Education at School of St. Elizabeth

The mission of School of St. Elizabeth is to impact the world positively by nurturing children with Christian values in a Catholic tradition of excellence. Our school is committed to keeping the Gospel Message and the traditions, practices, and beliefs of the Church active, living, and visible to the communities we serve. We are a vital ministry of the Parish of Our Lady of Perpetual Help, administered and staffed by a dedicated and experienced team of professional faculty and staff.

Rooted in faith and inspired by service, our traditional learning model delivers a premium, future-ready education to each student. Our rigorous curriculum is designed to prepare our graduates for success as they transition to some of the nation's most competitive high schools.

By its very nature and purpose, School of St. Elizabeth nurtures the growth and development of the whole person: academically, spiritually, emotionally and physically. Students develop a deep appreciation for self-confidence, character, moral values and service to others.

In cooperation and partnership with parents, School of St. Elizabeth instills moral and spiritual values within day-to-day academic instruction. Religious study, daily prayer, participation in liturgical celebrations and the reception of the sacraments provide a natural pathway to the importance of service. Student participation in required service projects develop young leaders who embrace their power to make a positive impact on the world.

Stimulating creativity and initiative in young hearts and minds are primary goals in the classroom, to prepare each student to meet the ever-changing demands and challenges of modern society. Balancing the dichotomy of a highly competitive material world and our spiritual existence is a difficult task. Across every subject, our teachers correlate the life of Christ with community action, highlighting the important relationship between them.

In our approach to teaching, love and discipline are integrated to create an environment where a passion for learning prevails. School of St. Elizabeth is committed to creating a positive climate in which to live, grow and learn, while assisting each individual student in his/her intellectual and spiritual growth. We take pride in offering a program focused on educational excellence, while embracing individual differences and talents. Students are encouraged to interact with an attitude of respect and kindness towards one another, creating an atmosphere of peace and understanding.

School of St. Elizabeth aims to instill Christian principles and values in its students that will serve them as a guiding force throughout their lives and help them reach their ultimate end. Our curriculum enables our students to continually grow in knowledge; we stress attitudes and morals that will prepare children to take their places as leaders in today's world.

Affiliations

School of St. Elizabeth holds membership in the National Catholic Education Association (NCEA). Our school is part of the Metuchen Diocesan Educational System and is subject to and bound by the general policies of the Diocese of Metuchen. Located in the Borough of Bernardsville, School of St. Elizabeth works in close harmony with the superintendent of the Somerset Hills School District. School of St. Elizabeth observes the regulations and requirements of the New Jersey Department of Education.



Curriculum

Students enrolled in School of St. Elizabeth enjoy a structured yet flexible learning environment. Through a program of core academic skills, students are encouraged to develop their talents to achieve the optimum level of performance required to reach higher levels of learning. The school offers a well-ordered curriculum of studies that includes Religion, Math, Language Arts, Science, STREAM activities, Social Studies, Music, Art, Latin (K-3), Spanish (4-8), Media, and Physical Education.

Curriculum is developed in conjunction with the New Jersey Student Learning Standards and the curriculum framework of the Diocese of Metuchen.

Faith-based learning throughout all subjects helps support the core values vital to our mission.

Across all grades, emphasis is placed on all dimensions of reading; vocabulary, comprehension and decoding which are systematically and sequentially developed according to the ability level of the student. A proven Readiness Program is provided in Pre-K and Kindergarten. Grades 6, 7, and 8 are departmentalized for Religion, Math, Science, Social Studies and Language Arts.

In middle school, student success will rely on the mastery of executive function skills. In addition to setting measurable goals, students will learn the importance of organization, time management, self-control, avoiding distractions and the ability to follow step-by-step directions in assignments.

Physical Education

Students in Grades Pre-K4 – 8 participate in a physical education program where sound physical, social, emotional and mental growth is developed through various skills and activities. Classes may be conducted outdoors if weather permits. Otherwise, the classes are held in the school gymnasium.

All students are required to participate in physical education classes. Sickness and injury must be brought to the attention of the school nurse through a written note from your child's doctor advising any restrictions on gym participation.

Participation in Saints Sports Programs

Participation in the athletic programs sponsored by School of Saint Elizabeth is a privilege provided to students to assist in their physical, social, and moral development. All students are expected to comply with the general requirements of good sportsmanship and with any specific regulations or directives that may be issued from by the school administration. All students wishing to participate must have all required athletic forms and physicals up to date. A student's failure to comply with all requirements may prevent participation in athletic programs.

Parents/guardians and other family members and friends are encouraged to attend and support student athletic endeavors. Attendance must always be done in compliance with our school Code of Conduct/Promises of Respect, the spirit of sportsmanship and any specific regulations or directives issued by the school administration or league.

If the speech or actions of a parent, guardian or spectator are deemed inappropriate, the individual(s) may be prohibited from attendance at school sponsored athletic events. School of St. Elizabeth may also issue specific regulations regarding the speech and actions of coaches and other volunteers.

Parents wishing to coach will be required to participate in Virtus-Protecting God's Children workshop, a mandatory coaching clinic and also undergo a background check. Coaching guidelines will be distributed in the form of a contract with our school where coaching ethics and our school philosophy are clearly outlined.

Admissions and Registration

School of St. Elizabeth admits students of any race, color, religion or national and ethnic origin.

Programs are offered from Pre-Kindergarten through eighth grade. Kindergarten is a full-day session. Students must have turned 3 and 4 years of age by October 1st to be admitted to Pre-K 3 and Pre-K 4 programs, respectively.

Official documents required at the time of registration are:

- Completed Registration Form
- Birth Certificate
- Baptismal Certificate
- Completed Release of Records Form
- Current Universal Health Record and Immunization Record, each signed by physician
- Registration Fee
- Completed Tuition Payment Agreement
- Complete health records with dates of immunization

No child shall be admitted without proper proof that the child has been immunized as required by the Revised Chapter 14 Regulations: Immunization Requirements of Pupils in Schools and Child Care Centers updated by the New Jersey Department of Health and Senior Services.

Proper immunization is a condition of admission to the school. Accepted students may not attend without proof of required immunization. Returning students must also satisfy the immunization requirements or be excluded from school.

Tuition and Fees

School of St. Elizabeth has been fortunate to maintain an affordable tuition schedule to maximize access to all families who are seeking a premium, faith-based education. Generous contributions from Our Lady of Perpetual Help Parish subsidize the gap between the tuition families pay and the actual cost to educate each student. Every enrolled student at School of St. Elizabeth is essentially awarded a scholarship funded by weekly offertory collections from active parishioners.

OLPH consistently supports our school because of the time, talent and treasure our students and families give back to the church community. To acknowledge this mutually beneficial relationship, discounted tuition rates are offered to active parishioners within Our Lady of Perpetual Help or another church in the Diocese of Metuchen.

Active Parishioner Status

To receive the subsidies offered through our Active Parishioner tuition rates, families must be registered and active at Our Lady of Perpetual Help or another parish within the Diocese of Metuchen. Active status contributions are verified with offerings posted by December 31st of the year prior to enrollment or re-registration. Active parishioners regularly attend Mass and contribute to the principle of stewardship through weekly offertory collections of at least **$10 per week ($520 per year)**. Parishes within the Diocese of Metuchen verify active parishioner status through collection envelopes, checks or contributions made through online giving platforms.

Non-Member Rates

A St. E's education is available to families from many different communities. Many are members of a parish outside of the Diocese of Metuchen, and some may not practice the Catholic faith. These families must enroll and/or re-register at the Non-Member rate, and cannot receive subsidies from the parish or Diocese of Metuchen in the form of discounted tuition.

Sibling Discounts

Families with multiple enrolled siblings can take advantage of reduced tuition rates offered per additional student.

To maintain affordability, Catholic school communities share a philosophy rooted in the principle of stewardship. Families not registered at a Catholic parish, or those who are not considered "active" parishioners, are expected to pay the non-discounted rate in lieu of regular offertory contributions.

Tuition Payment / FACTS Management

Registration/Re-registration Fee, Tuition, Security Fee, Academic Fee, and Technology/ Curriculum fee are published for the next school year late winter or early spring. All tuition payments are made exclusively through the FACTS Management Company. Families must have an account created in FACTS in order for their child to be included on the class roster.

School families have three payment plan options:

SINGLE PAYMENT:
The total balance of both tuition and fees must be received by FACTS on or before July 15, of current year.

TWO PAYMENTS:
Half of the total outstanding balance of both tuition and fees is due July 15 of current year. The second payment for the balance half will be due on February 15 of current school year.

TEN PAYMENTS:
Payment of tuition and fees is budgeted over 10 months commencing in July. For enrollments after August 6, payments are calculated for a 9 month payment plan beginning in September. Payments can be made on either the 5th or 20th of the month.

These are the options available for tuition payment to be in accordance with School Policy.

Refund Policy

Prior to the first day of school, tuition and fees (with the exception of the non-refundable $1,000 Registration or Re-registration Fee) are fully refundable minus a $200 per student administrative charge. Beginning the first day of school through September 15, 2026 no fees are refundable. Parents are notified that in the event of a student's withdrawal after September 15, 2026 all tuition and fees are due for the entire school year.

Financial Assistance

Families having difficulty paying tuition and fees are encouraged to apply for financial assistance online through the Tuition Assistance Program offered by the Diocese of Metuchen, also administered by FACTS. The deadline for applications for the upcoming year is usually on **March 31st** and will be announced as soon as it is set by the Diocese. A second assistance option is through Our Lady of Perpetual Help Parish and is also administered through FACTS. Only those families who have completed the online Diocesan application by the deadline will be considered. The Diocesan application will be used to evaluate requests. There is no separate application form or process for tuition assistance from the parish.

Address Changes

If at any time during the school year there is a change of address, phone number, or emergency contact information, please notify the school office in writing immediately.

Requests for Transfer / Withdrawal

In every case when a student is transferring from School of St. Elizabeth, the following requirements must be fulfilled before the school will release any transcripts or other school records:

- The parents or guardians of the student must notify the Principal in writing.
- All textbooks, school materials, school library books, etc. must be returned to the school.
- All debts to the school must be paid in full.*
- The parents or guardians of the student must deliver a release form to School of St. Elizabeth authorizing us to send their child's records to the new school.

** Prior to the first day of school, tuition and fees (with the exception of the non-refundable $1,000 Registration or Re-registration Fee) are fully refundable minus a $200 per student administrative charge. After September 15, 2026 no tuition or fees are refundable. Parents are notified that in the event of a student's withdrawal after September 15, 2026 all tuition and fees are due for the entire school year. Please note that no exceptions will be made to this policy.*

B6-T Transportation Reimbursement

Aid in lieu of bus transportation may be provided by your public school district for children in grades K-8.

Each year, families must complete a B6-T Transportation Reimbursement Form either digital or paper form is due **by March 1 to be eligible for the upcoming academic year either digital or paper form.** If you have questions about transportation reimbursement, please contact the main office.

School Calendar - Password: SOSEONLY

The calendar for the current school year is available on the website. The calendar is updated as necessary to keep it current.

PLEASE NOTE: all calendar dates are subject to change as necessary.

Tardiness Policy (Grades K-8)

School begins at 8:00 am and classes end at 2:45 pm. Students arriving to school after 8:00 am will be coded as tardy and students leaving before 2:45 pm will be coded as an early dismissal.

After each fifth time a student is coded as tardy or an early dismissal, the student will accumulate a **full-day unexcused absence in PowerSchool.**

Attendance Policy

Absence from school seriously interferes with the expected progress of your child's education. State law requires children not to be absent more than **10% of the school year.** Failing this requirement may result in your child's retention. A student who arrives after or leaves before 11:30 am, or is out of school for 3 hours or more is marked absent. All absences are full day absences.

While the illness of the student and the death of a close family member are legitimate reasons for being absent, they still count as cumulative absences. Parents and guardians are requested to make medical and other appointments at times when they will not interfere with a student's class attendance. School of St. Elizabeth cannot grant prior permission for a student to be absent from school for a family vacation or other scheduled appointments. In addition,classwork cannot be provided ahead of time to students for family vacations.

All absences must be explained in a note which is signed by the parent or guardian and given to the homeroom teacher immediately upon the student's return to school.

Notifying School of Absence

If your child will be absent from school, parents are to call the school office no later than 8:15 am to report the reason for the student's absence. This is a safety measure designed to protect both your child and the school. If a child is absent, the parent or guardian is asked to contact the student's teacher to make arrangements to make up for missed work. Students absent from school are **PROHIBITED** from participating in extracurricular activities on the day of their absence.

Extended Absences

A conference with the teacher(s) and principal is required for students requesting an extended absence. It is the family responsibility to review assignments and due dates in Google Classroom, communicating to teachers with questions.

Additional tutoring services may be recommended to remain on track with the class upon return. Make up test dates will be assigned at the teacher's discretion.

Accumulated/extensive absences may result in academic probation. Coursework and classroom curriculum cannot be disrupted for students to "catch up" with missed material or instruction. Students with extended excused absences may need to obtain additional tutoring to supplement given assignments. Teachers will communicate when/if this is recommended. Students placed on academic probation will be monitored by the Principal, and can result in expulsion.

Arrival and Dismissal

School begins promptly at 8:00 am, and dismissal is at 2:45 pm. For morning drop off procedures, cars should use the entrance to the church parking lot on Claremont Road. Students will be dropped off along the sidewalk side of Memorial Hall and the Cafeteria courtyard.

School doors (cafeteria) will open at 7:40 am. Students may not be dropped off earlier than 7:40 am, and the first bell rings at 8:00 am.

After 8:00 am, doors to the cafeteria will be locked. Students arriving after 8:00 am must enter through the Main Entrance, and report to the office to secure a late slip before proceeding to class.

When a delayed opening is in effect, students may be dropped off no earlier than 9:40 am, and the first bell rings at 10:00 am. On early dismissal days, students are dismissed at 11:55 am. **An absence on an early dismissal day will reflect a full day absence on a student's record.**

Students are dismissed either to car-line, walker-line, aftercare or a SOSE extracurricular activity based on parent instruction.

Car-Line Pickup Procedures

Dismissal of students to car-line will begin at 2:45 pm. Students will be dismissed from the side-walk side of the church parking lot by the cafeteria entrance. Cars should enter the church parking lot in the same way as morning drop-off; however, cars should line up in 4 lanes and wait for directions to proceed forward to pick up their child(ren).

Please print your last name boldly on a sheet of paper and display for easy visibility to staff. For safety reasons, car-line pickup is only from the church parking lot; **students cannot be dismissed from car-line to cars parked on Seney Drive.**

Pre-K Dismissal

Regular dismissal time is 11:30 am, Lunch Bunch is 1:00 PM and Extended Day is 2:30 pm. All dismissals are from the Cafeteria Courtyard.

Walker Line Procedures

For students being dismissed as a walker, parents must send written permission to the school office and the child's teacher. **Walkers will be dismissed at 2:45 pm from the Cafeteria Courtyard.**

This category is for students who actually walk to and from Saint Elizabeth and reside within a 2-mile radius. Walker exit from the left of the cafeteria courtyard area. Parents meeting walkers need to sign their children out at the door before leaving. Parents who are allowing Middle School students to walk to and from school without adult supervision must sign the appropriate statement on the Saint Elizabeth Dismissal Form.

Walker Procedures cont.

Students will not be released as a walker on their own and will not be able to sign themselves out unless this has been indicated. If parents would like their child to walk home with another adult or older sibling (middle school or older), parents should complete the Authorization and Release Form for Exception to Student Pickup Procedure Form, indicating the change in dismissal procedures. Walkers should be students who walk to and from school only.

If a Walker is to be picked up by a parent as a Car Rider at dismissal time, a signed and dated note must be sent to school on that day indicating that the student will be a Car Rider, and the student will be dismissed from the car rider area. Please do not park your car and walk to the walker sign-out area. Similarly, please do not have students sign themselves out and walk to a parked car. This creates a safety issue for all of our students.

PLEASE NOTE: All children must leave the building at dismissal time unless they are staying for after-school care, extracurricular activities or some supervised activity that has been previously arranged between a teacher and parent. With an after-school activity, students will remain in the Cafeteria until coach or teacher picks them up. Students are not permitted to be on school property unsupervised at any time. If a student's transportation home is uncertain or delayed, the student will be placed in after-care at the expense of the parent.

If your child must be picked up early, only people listed as an emergency contact may pick up your child from school.

AFTER CARE

St. Elizabeth provides After School Care Service from 2:45 - 5:45 pm. The program takes place in the cafeteria and adjacent After Care room, with outside time when weather permits.

An hourly fee of $17 is charged per student, and is billed via FACTS.

Emergency School Closing

There are times when school must be closed or an early dismissal is called due to inclement weather or other emergencies. We are guided by the Somerset Hills School District for closing school, delayed opening and early dismissal. We may, however, at times decide independently of the public school. When an early dismissal is called there is NO AFTERCARE. All after school activities, sports and meetings are cancelled. Information about school closing will be communicated using the School Messenger Phone Alert System. Parents are responsible for keeping their contact information current.

School Communications

Communications and important school notices are emailed to the email address provided to the school office by the parent. It is the responsibility of parents to inform the school office when an email address changes or if email is not received. The principal sends weekly communications but your child's teacher(s) may also distribute their own updates via email.

Please ensure updates to email addresses are communicated to the Front Office. To add additional recipients or make changes to existing information, please email stelizabethoffice@steschool.org

School Access & Security

The safety of our students and staff while in school is of paramount importance. Recent upgrades in the security system enable us to limit visitor access to your children to only those who need to be with them in school. Our security procedures make it easy for students and staff to spot something that does not seem right and provide adequate reaction time. Parents and students should NEVER admit visitors into the building. Visitors are only admitted to the building by office personnel. If students/parents see someone trying to get in, they should inform their teacher and/or the office. Our security doors can lock people out of the building but cannot lock in those in the building. As required by the fire code, anyone in the building will always be able to exit the building even when the security doors are locked.

Video Surveillance

Please be aware that recorded security video surveillance is utilized both inside and outside the building.

All drop off and pick up within the school day will be conducted in the main entrance. Parents will label item with child's name and drop off forgotten lunches, homework, etc. in a designated bin in the foyer. It is the responsibility of the students to pick up from the bins.

Parents/guardians will not be allowed beyond the security doors to deliver any items to the classrooms and lockers during drop off and within the school day. Students needing assistance with transporting large items will leave the item in the foyer and make arrangements with their teacher for help with retrieval. Parents who are picking up children during the school day will sign out the student and wait for the student in the foyer.

All mail will be picked up from and delivered to the main office or via the secure Drop Box located outside of the front entrance. This includes mail for faculty (e.g. permission slips), mail for the HSA. Administration will ensure all correspondence is delivered to the proper parties.

Visitor Policy/School Access & Security

During school hours, all visitors will be asked to register in the front office with the **Raptor system**. Only visitors with confirmed appointments or who have been invited to a student event will be allowed in and are asked to wait in the foyer until the scheduled start of an activity.

Visitors must wear a Visitor's Badge at all times. Due to the continuity of instruction and building security, parents and visitors may not wait in the hallway before or after school business has been transacted.

When special events will require the use of other entrances, information will be communicated beforehand. Organizers of an event will be responsible for visitors who require access through a door other than the main entrance. Organizers will only allow attendees to enter, and will see to it that they exit the way they came in and not wander to the rest of the school. Organizers are also responsible for keeping the doors locked at all times.

Visitors must return the Visitor's Badge and sign out when leaving the school building.

All classroom visits must be pre-approved with your child's teacher and the front office. If you have any questions about our visitor policy, please email stelizabethoffice@steschool.org.

Visitors to a child's classroom or activity **MUST** have completed Virtus training and submitted all volunteer certification requirements.

Children or younger siblings **may not** accompany volunteers into the school. Please make childcare arrangements in advance of your shift / event.

School Access and Security

Raptor Visitor Management System

To help ensure the safety and security of our students, faculty, and staff, all visitors are required to check in through our Raptor Visitor Management System upon entering the building. Raptor verifies visitor identity using a government-issued photo ID, screens visitors against sex offender databases, and prints a visitor badge for approved guests.

Visitor Check-In Process

1) Enter through the Main Entrance and report directly to the Main Office.
2) Present a valid government-issued photo ID (driver's license, state ID, military ID, or passport).
3) Your ID will be scanned or, if necessary, your information will be entered manually.
4) Select the purpose of your visit on the screen if prompted.
5) Once approved, a visitor badge will be printed.
6) Wear your visitor badge and lanyard so it is clearly visible at all times while on school campus.
7) Proceed only to your approved destination.
8) Before leaving the building, return to the Main Office to sign out and return your visitor badge as directed.

Please Note

- All visitors, including parents, volunteers, contractors, and vendors, must check in before entering the school.
- Visitors may be asked to present identification during every visit
- Visitor badges and lanyards must remain visible throughout your time in the building.
- For the safety of our students, visitors are not permitted to enter classrooms or other areas of the school without authorization.
- If you do not have acceptable identification, please speak with a member of the Main Office staff for assistance.

PRIVACY REGARDING RAPTOR SYSTEM:

The Raptor system only collects the information necessary to verify your identity and compare it with applicable safety databases. It does not access your driving record or retain unnecessary personal information from your identification.
Thank you for your cooperation and for helping us maintain a safe and secure learning environment for every member of our School of Saint Elizabeth community.

Uniform Policy

Uniform components change according to seasonal designations of a Summer Uniform and Winter Uniform. The Summer Uniform designation is in effect from the first day of school until the weather conditions warrant switching to Winter Uniform. Summer Uniform returns in the Spring, with all dates communicated by the Principal.

Summer Uniform (Grades K-8)

- Blue short-sleeve or long-sleeve polo shirt with official School of St. Elizabeth embroidery
- Boys: navy twill walking shorts
- Girls: navy twill skort or navy twill walking shorts
- Navy blue long pants (boys) and grey dress pants/twill trousers (girls) may be worn for all grades as part of the summer uniform as dictated by the weather.
- White crew socks.
- Sweater: any logo sweater from our approved vendors

Winter Uniform (Boys, Grades K-3)

- Navy dress pants/twill trousers
- Blue short-sleeve or long-sleeve polo shirt with official School of St. Elizabeth embroidery (K only)
- White button down shirt (long or short sleeve) which must be tucked in at all times. (Gr. 1-3)
- Black/brown leather belt (Gr. 2 & 3) must be worn daily
- School-approved navy/gold striped tie (Gr. 1-3)
- Navy or grey crew socks (above the ankle)
- OPTIONAL Grey v-neck cardigan, pullover sweater or sweater vest with embroidery, or navy blue logo Quarter-Zip

Winter Uniform (Girls, Grades K-3)

- Navy princess jumper
- White round collar blouse (long or short sleeve) or white turtleneck shirt with logo embroidery
- Navy or grey knee socks or tights.
- OPTIONAL Grey v-neck cardigan, pullover sweater or sweater vest with embroidery or navy logo Quarter-Zip

Winter Uniform (Boys, Grades 4-8)

- Grey dress pants/twill trousers
- White button down shirt (long or short sleeve) which must be tucked in at all times.
- Black/brown leather belt must be worn daily
- School-approved navy/gold striped tie
- Navy or gray crew socks (above the ankle).
- OPTIONAL Navy v-neck pullover sweater or sweater vest with embroidery or navy blue logo Quarter-Zip

Winter Uniform (Girls, Grades 4-8)

- Grey box pleat skirt, minimum 19” length (or gray dress trousers may be worn.)
- White button down blouse (long or short sleeve) or white turtleneck shirt with logo embroidery; tucked in at all times.
- Grey or navy knee socks or tights
- OPTIONAL Navy cardigan, pullover sweater or sweater vest with embroidery, or navy blue logo Quarter-Zip

Leggings are not permitted with skirts/jumpers.

- **Plain sneakers (simple, solid-colored sneakers - white, black, gray, or navy -with minimal logos. No bright colors, lights, or flashy designs) are authorized to be worn with a summer uniform. School uniform shoes must be worn with the Winter Uniform except on GYM DAYS.**

- **Violations of dress code will result in parent notification.**
- **More than 4 dress code violations during a marking period will result in ineligibility for Honor Roll that quarter.**
- **Consistent violations will be addressed in accordance with classroom disciplinary procedures.**

Grade 8 - Uniform Privileges

8th Grade Girls:
A designated cardigan or sweater accessible and available for purchase for 8th Grade girls only via Flynn & O'Hara.

8th Grade Boys:
Any school-appropriate tie may be worn instead of the school-issued striped necktie.
If there is any doubt whether a tie is appropriate for school, it probably isn't.

High School Sweatshirts:
All 8th grade students are permitted to wear their future high school sweatshirt on the date designated by the principal.

Shoes - All Students

- Only navy, black or brown shoes are permitted.
- Below the ankle "oxford" or dress shoes
- Boots, "Uggs", Converse, Vans, canvas slip-ons, slippers, sandals, dress sneakers, high-heeled shoes, open-toe shoes and similar footwear are not allowed.

If you have questions about our footwear policy, please contact the school office.

Pre-K Uniforms

Pre-K students are not required to wear a uniform. They should be neatly and appropriately dressed for school and weather conditions. It is also recommended that all preschool students wear sneakers to school for their well-being.

Sweaters/Pullovers

There are several options available from Flynn & O'Hara and Lands' End. Students may not wear any other sweaters, pullovers or sweatshirts that are not school-approved uniform options, except as a layer during outdoor recess. During winter/ cooler weather, students may be excluded from outdoor recess if they do not have an appropriate sweater/jacket to withstand the temperature. Athletic team sweatshirts and tee shirts are not part of the official uniform. These items may be worn during spirit days and at athletic contests.

Gym Uniform – Grades K-8

- Gold gym t-shirt with school logo
- Approved navy gym shorts
- Navy sweatshirt with school logo
- Approved navy sweatpants
- Sneakers (must be worn with socks)
- SOLID white crew socks (above the ankle).

Students may not wear "Jump for Heart" or SOSE athletic attire on gym days.

"Saints" gear, items designated as spirit wear and flannel plaid pants may not be worn on gym days.

Jewelry, Hair and Make-Up

GIRLS:

- Small pierced earrings (in the earlobes only) are permitted
- Hairstyles must be neat and appropriate.
- Brightly dyed or fad hairstyles are not permitted.
- Colored fingernail polish is not permitted.
- Eye makeup and bright lipstick is not permitted

BOYS:

- Hairstyles must not be longer than the edge of the shirt collar or falling in the eyes.
- Hairstyles must be neat and appropriate.
- Brightly dyed or fad hairstyles are not permitted.

Dress Up/Down Days

On occasion, students may participate in Dress Up/ Down Days. The following must be adhered to: Dress Up – "Sunday Best"; no jeans, no sneakers, no tee shirts.
Dress Down - no torn clothing, no inappropriate tee shirt logos/sayings, no political slogans. No denim, sleeveless shirts, crop tops or spaghetti straps.

School Uniform

Branded/approved uniform items are available from Flynn and O'Hara and Lands' End.

Non-logo items (i.e. socks, pants, shorts, belts, white shirts) can be purchased from any retailer, as long as their color and style match the descriptions as shown here and described on pages 12-13)



Boys/Girls - K-8 Spring Uniform

– Logo Polo (Flynn & O'Hara ONLY)
– Navy Twill Shorts/Skort
– White Crew Socks
– Belt (boys)

Athletic skorts / performance "stretch" skorts are not permitted.
The length of skorts should reach the fingertips when arms are resting at the student's sides.
Skorts deemed too short will be deemed as non-compliant.
White socks must be crew length (above the ankle). Sport ankle socks or "no-show" socks are not permitted.

Approved School Shoes - *Questions? Please contact the main office.*

– Black, brown or navy ONLY
– Leather Oxfords, Boat Shoes or Loafers
– NO sneakers or canvas slip-ons
– NO Vans, Uggs, Converse or "dress sneakers"



Above examples of popular approved styles for boys and girls. Boat shoes/oxfords with velcro are also permitted.



Examples of footwear not permitted with Spring or Winter Uniform.

Boys Winter Uniform - Grade (K only)

Navy blue pants, Logo short or long sleeve, Polo (Flynn & O'Hara ONLY), navy socks









Boys Winter Uniform - Grades 4-8

– Tie only available from Flynn & O'Hara



Boys Winter Uniform - Grades 1-3

– Tie only available from Flynn & O'Hara



Boys/Girls - K-8 Logo Embroidered Sweaters

Colors assigned by grade level with styles available from both
Flynn & O'Hara or Lands' End.

THIS IS THE ONLY APPROVED EXTRA LAYER FOR WINTER/SPRING UNIFORM

Quarter-Zip logoed Sweatshirts and Performance Shirts may be worn.



Girls Winter Uniform - Grades 4-8



Girls Winter Uniform - Grades K-3

White turtleneck shirts with logo embroidery are also acceptable



Gym Uniform Basics Boys/Girls - K-8

- Gold School Logo T-Shirt
- Navy School Logo Sweatshirt/ Quarter-Zip/Performance shirt
- White Crew Socks
- Navy athletic shorts or sweatpants

Gold shirt MUST be worn for gym.

Saints Athletic Team Shirts, Navy T-Shirts and Saints Athletic Team Sweatshirts NOT PERMITTED for gym uniform.



Gold Cotton T-Shirt Available from Flynn & O'Hara

NEW! Available from SOSE Spirit Store (Dri-Fit & Cotton)

Discontinued Dri-Fit Logo T-Shirt

Approved Gold Shirts For Gym

- Cotton or Dri-Fit Performance
- Short Sleeve or Long Sleeve
- Discontinued GOLD styles APPROVED



Standard Navy Crew Neck w/Crest Available from Flynn & O'Hara

NEW! Crew and Hoodie Options Available from SOSE Spirit Store

Approved Gym Sweatshirts

- Cotton or Dri-Fit Performance
- School Logo
- Crew Neck or Hoodie
- Saints/Athletic/Team Sweatshirts not permitted for gym.



Navy Mesh Gym Shorts available from Flynn & O'Hara

NEW! School logo shorts available from SOSE Spirit Store

Approved Navy Gym Shorts

– May not have stripes or added decoration
– No tight-fitting styles
– Shorts must reach mid-thigh; no "short" shorts
– Mesh, dri-fit or cotton fleece

Plain navy gym shorts can also be found at Lands' End, Target, Kohls and French Toast. Nike and Under Armour are approved as long as they meet approved length and logo is unobtrusive.



Standard Sweatpant available from Flynn & O'Hara

NEW! School logo jogger styles available from SOSE Spirit Store

Approved Navy Sweatpants

– May not have stripes or added decoration
– No leggings or yoga pants permitted
– Cotton fleece or performance fabric

If desired, plain navy sweatpants/joggers can be purchased from the retailer of your choice. Nike and Under Armour are approved as long as logo is small/unobtrusive.



Examples of approved sneakers for gym

Gym Sneakers

– Athletic sneakers (any color permitted)
– White crew socks must be worn
– Non-marking rubber soles
– Laces or velcro – no Crocs or slip-on styles
– Low tops or high tops
– No platform styles permitted

Spirit Wear

ABOUT SPIRIT DAYS:

On designated “Spirit Days”, students have the option to wear a variety of apparel designed as Saints Spirit Gear OR their gym uniform.

Saints Athletics Team Apparel is permitted on spirit days.
SAINTS branded shirts, sweatshirts etc. may not be worn on gym days.

Our signature Plaid Pajama Pants are a popular choice on Spirit Days, but students can also wear gym sweatpants or shorts.

College, high school or other branded apparel (even if they are navy blue) may not be worn in school, with the exception of outdoor recess.

Spirit Gear for students and adults can be purchased via the new School of St. Elizabeth Online Spirit Store with **Alfred’s Sport Shop.**
(Ordering windows will be communicated.) Some items will be sold in-person on designated days.



Spirit Day Bottoms

Assorted styles and colors in joggers, shorts and flannel pajama pants available from the SOSE online spirit store.

Saints logo items may not be worn on gym days.



Spirit Day Tees, Sweatshirts & Pullovers

A sample of some of the brand new Spirit Wear tops available for students and families, in assorted styles and colors. Items designated as Spirit Wear may not be worn on Gym Days.

NOTE: Link to online Spirit Store will be communicated to families during live opportunities to order.

A variety of new apparel items and branded gifts will be added to the online store from time to time. Families will receive HSA communications regarding order deadlines and delivery dates.

Special thanks to our HSA for managing this year's offerings.

For questions regarding Spirit Wear, please contact hsainfo@steschool.org

Code of Conduct / Promises of Respect

We expect our students to start a positive chain reaction by working together to make our school a better place to live. If you have a concern, please contact your child's homeroom teacher. The teacher and the administration will address inappropriate student behavior.

- **Treat others the way you would like to be treated (name calling, teasing, hitting, shoving, etc. are not allowed).**
- **Use kindness and respect.**
- **Include all students and guests and make them feel welcome.**
- **Respect each other's property and school property, too!**
- **Bullying/Cyberbullying are not allowed.**
- **Stand up, speak up, go for help to prevent hurtfulness.**
- **Accept differences.**
- **Look for the good in others and value differences.**
- **Listen to each other's opinions.**
- **Give Respect to Get Respect.**

Harassment, Intimidation and Bullying Policy

Conflict is:

- A disagreement; an argument
- All parties have equal power to solve the problem
- All parties have an equal interest in the outcome and are equally involved
- All parties are of relatively equal size, age or status
- A conflict can be resolved by talking or working things out together or with help from an adult.

Bullying is:

- **Not a disagreement, the behavior is one-sided**
- **A repeated form of mistreatment where the victim cannot defend him/herself**
- **An imbalance of power – usually one person is either bigger or older than the other or has a higher social standing (is more popular) and uses this against the other person**
- **Usually involves repeated acts of harassment, harm or humiliation**
- **Causes a change in the school climate for the student who is the victim**

Differences in Addressing Conflict vs. Bullying

Harassment, intimidation, or bullying means any gesture, written, verbal, or physical act, or any electronic communication that:

- Can be reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or
- Takes place on school property, at any school sponsored function, social media, texts, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or rights of other students; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning a student or group of students; or
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

Investigation

The Principal or designee will confidentially interview the student(s) who made the accusation and the student(s) accused of committing the act(s) with highest priority. Investigations will take place with all parties involved, and the Principal will keep written documentation of all interviews.

The parents, police and any other appropriate agency shall be informed by the Administration if the accusation meets the criteria for reporting to law enforcement and deemed exclusive of pastoral discretion.

Parents shall be notified verbally and in writing within 48 hours of the start of an investigation. The investigation shall be completed as soon as possible, but no later than 10 school days from the date of the report of the incident of harassment, intimidation or bullying. Upon completion of the investigation, the principal will determine consequences of the incident report. All statements and evidence of the investigation will be updated and/or attached to a StopIt incident report (where applicable.)

The parents will be advised verbally and in writing of the completion of the investigation and the conclusion reached. No parent will be advised as to the discipline of any child other than their own. The Principal's decision is binding.

Student Support

The administration and faculty will provide ongoing support for students who are subject to harassment, intimidation, and bullying, including some or all of the following:

1. The student(s) will meet with the School Counselor and/or Principal to discuss the incident and explore any feelings or concerns;
2. The School Counselor and/or Principal will assist the student in returning to the classroom;
3. Grade and homeroom teachers will be asked to closely monitor the student and provide support as needed;
4. The school environment will be altered as needed, such as changing seats or assigning cafeteria seats;
5. The School Counselor and/or Principal will provide social skills, including empowerment skills and responding in the moment;
6. The student will be provided with assistance in reading or interpreting social signals, building self-esteem or identifying friends and classmates who can offer support;
7. The administration may increase positive contact with adults in the school who can provide future support;
8. The administration may encourage positive peer relationships and support; and
9. The Principal will be available to speak with and provide support to the students, parents and family. If necessary, encouraging professional help from community mental health providers will be recommended.
10. Parental involvement.
11. Counseling/conflict resolution.

Disciplinary Action

Once the investigation is complete, the Principal, or his or her designee, shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Harassment, intimidation or bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the Target and other students.

While conduct that rises to the level of a violation of this policy will generally warrant disciplinary action against the students responsible, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal, or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop the conduct. If the Principal, or Head of School, deems that expulsion is the appropriate consequence, the Principal must first contact the Office of Schools.

Disciplinary action for children in preschool and kindergarten, first and second grade will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills. Only in exceptionally severe circumstances will conduct of a young student be referred to law enforcement.

Notifications

If the Principal, or his or her designee, determines that Harassment, Intimidation, Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target.

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target.

Parent Rights and Responsibilities

Parental Rights

- To have your children's safety be a priority
- To have your children receive an authentic Catholic education in a Catholic environment
- To have your child's learning needs met if the program can reasonably accommodate them
- To have your children taught by certified teachers and led by those who respect and care for them
- To talk with personnel and to have requests for meetings answered in a timely manner
- To have your children "try out" for all program activities and teams
- To review records and respond
- To participate in the life of the parish/school

Parental Responsibilities

- To be a partner with the parish/school in the education and formation of your children
- To understand and support the religious nature of the program
- To read all communications from the parish/school and to request clarification when necessary
- To know your children's teachers and to observe parent-teacher conference dates and any special requests for meetings
- To discuss concerns and problems with the person(s) most directly involved before contacting other authorities
- To be as actively involved as you can be in the life of the parish/school and to volunteer assistance when possible
- To promote our parish and school and to speak well of them to others
- To read and support school rules
- To appreciate that Catholic education/formation is a privilege

Parent Cooperation

The education of your child is a partnership between you and School of St. Elizabeth. Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if a student is dismissed.

If it is in the opinion of the school administration that this partnership is irretrievably broken, School of St. Elizabeth reserves the right to withdraw your child from school.

Parents must sign the form of this handbook on our website, acknowledging they have read it and will abide by the contents. The Diocese of Metuchen policy requires the signature of both parents—one signature is not sufficient. This includes parents who may be divorced, but share custody. Receipt of this signed agreement is mandatory for your child to attend School of St. Elizabeth.

Diocese of Metuchen Student Reporting System

Schools utilize the StopIt mobile reporting tool, enabling students to anonymously report incidents of: bullying, harassment, cyberbullying, violence, threats, weapons possession, alcohol or drug related issues, hazing, discrimination, ethics violations such as cheating or plagiarism, or other harmful or inappropriate conduct.

In complying with this Policy, the following Procedures shall be observed:

- StopIt is the mobile and web reporting tool selected by the Diocese of Metuchen to be implemented in each school.
- Administrators are to establish protocols on monitoring the system and responding to the information received.

Suspension / Expulsion

Serious offenses such as the following might warrant student suspension or expulsion:

1. Fighting and/or injuring others
2. Truancy
3. Smoking or vaping on school property
4. Continued and willful disobedience
5. Physical assault
6. Possession of alcohol, drugs or vaping pens
7. Possession of a weapon or ammunition
8. Immoral behavior
9. Harassment Intimidation and Bullying, Cyberbullying

When it is deemed necessary, the principal may suspend pupils from class. Home-suspension or in-school suspension will be issued at the principal's discretion. Students are required to complete all classwork and assignments during the period of suspension. School of St. Elizabeth reserves the right to withdraw (expel) any student after three incidents of home suspension.

Expulsion is viewed as a radical action at which point the school is saying that the student's interest would be better served in another environment, or that the student's behavior is a serious threat to the school community or both.

In all cases involving possible suspension or expulsion, the parents of the student will be notified as soon as possible. An appointment will be mutually arranged for the school administrator, parents and student to confer.

In cases of suspension or expulsion, tuition and fees are non-refundable.

Addressing Disputes With the School

It is the policy of the School and the Diocese of Metuchen, that in the event a family engages an attorney, the student cannot remain in the School as it represents a complete and irrevocable breakdown of the relationship between School, the student and the family. Accordingly, the student must immediately withdraw from the School. The student is not eligible to be re-enrolled at a later time.

Code of Conduct

Code of Conduct Philosophy:

The School of Saint Elizabeth emphasizes a Catholic, student-centered mission grounded in respect, faith, learning, and leadership.

Parents and guardians are the primary educators, responsible for guiding their children in faith and discipline. The School of Saint Elizabeth partners with families to support this God-given responsibility, helping students grow in virtue and in their discipleship to Jesus Christ.

Our school's approach to discipline is rooted in mercy, justice, and the formation of conscience. The goals of disciplinary action are to:

- Help students understand the impact of their actions.
- Provide opportunities for reflection, growth, and reconciliation.
- Collaborate with families to support healing and personal development.

Discipline & Enforcement: Corrective Approach

Discipline is corrective, administered with dignity, and designed to promote learning and responsibility.

Responses may include:

- Behavior redirection handled at school
- Parent meeting (if necessary)
- Reflection assignment
- Service task

Consequences

Depending on the seriousness or frequency of the infraction, consequences may include:

- Loss of privileges, extracurricular activities
- Detention-
  - In-school Recess Detention
    -After school Tuesday, Wednesday, and Thursday from 2:45 PM-3:45 PM
- Counseling
- Suspension
- Expulsion

Code of Conduct - Student Behavior

To foster a safe and caring environment during the school day, the Code of Conduct helps ensure students, staff, and parents understand the School of Saint Elizabeth's rules and expectations. For our young developing students, we believe each mistake is an opportunity to learn and grow. Our approach to discipline is multifaceted and proactive. Students are reminded that the choices they make are in their control. Remedial actions are varied and may include the following:

All incidents will be kept confidential and handled individually by the Principal and Head of School.

Consequences for infractions of regulations or lack of proper behavior will be age-appropriate and will be at teacher and/or principal discretion.

Pre-K3-5th Grade

Level 1: Infractions on an infrequent basis

- Student conference - Redirection/reminder from teacher and/or Counselor
- Reflection activity / restorative conversation with Counselor
- Parent phone call with teacher/staff member

Level 2: Repeated infractions

- Parent/Teacher conference with Teacher and Counselor
- Classroom check-ins from counselor, classroom support
- Counseling referral - weekly individual counseling
- Behavior plan for the classroom developed between the teacher, parent, and counselor
- Recess detention - (Grades 2- 5) Student will complete a reflective activity with the counselor.
- Seat change if necessary

Level 3: Continuing infractions / serious infraction

- Teacher/staff member contacts parent/guardian via email or telephone
- Teacher/staff member refers the incident to the principal
- Parent/guardian conference with principal and relevant staff

- Loss of privileges - recess, extra free time during class
- After-school detention

Level 4: Infractions that are highly serious or cause imminent danger to self or others

- Immediate referral to the Counselor and Principal.
- Contact Parent/Guardian.
- Parent/Guardian conference - requirement of outside counseling to correct behavior.
- Additional classroom support, including but not limited to a one-on-one aide.
- Removal from school (Out-of-School Suspension): the number of days will be at the Principal's discretion, along with a plan to reintegrate into the classroom.

Middle School: Grades 6-8

Level 1: Infractions on an infrequent basis

- Student conference - Redirection/reminder from teacher and/or Counselor
- Reflection activity / restorative conversation with Counselor.
- Parent phone call with teacher/staff member.

Level 2: Repeated infractions

- Parent/Teacher conference with Teacher and Counselor
- Classroom check-ins from counselor, classroom support
- Counseling referral - weekly individual counseling
- Recess detention
- Seat change if necessary

Level 3: Continuing Infractions/serious infractions

- Teacher/staff member contacts parent/guardian via email or telephone.
- Teacher/staff member refers the incident to the principal.
- Parent/guardian conference with principal and relevant staff.
- Loss of privileges - recess, extracurricular activities, field trips.
- After-school detention - the number of days will be at the Principal's discretion.
- Suspension
- Expulsion

CELL PHONE / SMART WATCHES

The School of Saint Elizabeth seeks to balance the positive aspects of technology with awareness of the risks of overuse and respect for others' privacy. Use of mobile phones or Smart watches by students during the day is prohibited. Students are not permitted to use mobile phones/devices while on car line or while attending aftercare.

- Students are permitted to bring cell phones to school.
- Students are responsible for ensuring that their phones and smartwatches are turned off and turned into teacher by 8:00AM and returned at end of day.
- Cell phones and smartwatches will be kept in the locked box during the entire school day
- Parents should not call or text children during the school day. Please call the main office at 908-766-0244 if a child needs to be reached.

BACKPACKS

Students may carry backpacks to and from school. All student backpacks will be kept in the locker for Middle School students or in the classroom for Elementary students for the entire day. Backpacks and other items may not be left in the hallways. Personal belongings must be kept in school lockers, not above lockers or left in hallways.

CAFETERIA

There are two lunch periods: one for Middle School and one for Elementary. The cafeteria is a place to enjoy eating lunch with friends. The following guidelines are used in the cafeteria to ensure that lunchtime is enjoyable for everyone:

- Treat staff members and students with respect and courtesy.
- Talk at a reasonable volume.
- Place all trash and recyclables in the appropriate receptacles.
- Clean the table and floor of the area where you eat.
- You may not share any food with others in the cafeteria. This includes bringing in baked goods
- You may not bring in or purchase food on behalf of other students.
- Students/parents may not order take-out from restaurants to be delivered for lunch.
- Parents are asked to avoid having restaurant food delivered during the school day. If parents drop off food, they should bring only their child's food.
- Remain seated unless directed by a teacher or staff member to line up to
  -heat food
  -permission to use restroom
  -line up
  -be dismissed

Academic Integrity: Plagiarism & AI Misuse

The School of Saint Elizabeth upholds strong Catholic values of honesty and integrity. Plagiarism and unauthorized use of Artificial Intelligence (AI) are considered serious academic violations.

Digital Citizenship Expectations

Students are taught to use AI tools:

- Only with teacher permission
- Only for educational purposes
- With proper citation of AI-generated ideas
- With every idea paraphrased into the student's own words
- With verification of original sources

Prohibited Uses of AI

- Copying AI-generated work and submitting it as one's own
- Using AI to cheat, plagiarize, or complete assignments without permission

Consequences for Plagiarism & AI Misuse For the Assignment / Course

1st offense:

- Corrective action and understanding of plagerism and AI misuse
- Redo the assignment with a one-grade-level deduction

2nd offense:

- Failing grade on the assignment
- Loss of technology privileges

3rd offense:

- Loss of technology privileges
- Disciplinary action as outlined in the Code of Conduct/Suspension/Expulsion

For the Student Record

- Formal reprimand or written warning
- Academic probation: loss of extra-curricular activities
- Suspension
- Expulsion for severe or repeated violations

These violations may also affect high school applications when they are part of the student's official record

ACADEMIC INTEGRITY

The students at the School of Saint Elizabeth work hard, and their schoolwork is a source of pride for themselves, their teachers, and their families. Plagiarism and cheating of any kind are unacceptable, and students are expected to consistently do their own work. When students cheat or plagiarize, they avoid real challenges, real learning, and real growth. Using someone else's ideas or words without acknowledging the source is plagiarism and will result in appropriate consequences. Consequences of plagiarizing and cheating include:

- The staff member will contact the parent/guardian.
- Credit may not be awarded for the work.
- Consequences may be imposed per the school's Code of Conduct. Cheating includes,but is not limited to:
- Copying homework.
- Having parents or tutors complete assignments.
- Copying from the test or quiz of another student.
- Bringing in and/or using unauthorized information for a test, including information stored on a calculator or computer
- Passing information to or receiving information from a classmate during a test.
- Submitting another's work as one's own.
- Presenting collaborative work as independent work

LAW ENFORCEMENT CONTACT:

There are certain behaviors that are inappropriate regardless of where they occur. Those behaviors require administrative intervention because they affect the quality of school life for students, teachers, and visitors. Regulations on student conduct state, in accordance with prior case law, that a school district's authority to impose a consequence on a student for conduct away from school grounds may be exercised when "reasonably necessary for the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to NJAC 6A:16-7.6, N.J.S.A. 18A:25-2 and 18A:37-1.23.

Summary of Mandatory Reports to Law Enforcement

This table provides a brief description of the seven mandatory reports to law enforcement that are detailed in Article 3. Further details, exceptions to the mandatory report of these offenses, and law enforcement response are noted by offense type in Article 3. A mandatory report to law enforcement does not preclude the law enforcement agency's ability to investigate the act and decide that no further action is needed, or recommend a stationhouse adjustment, as outlined in Article 4.2.

Mandatory Report Offenses
Controlled and Dangerous Substances
Whenever any school employee has reason to believe a student is in unlawful possession of a controlled dangerous substance, related paraphernalia, cannabis, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3 (Article 3.2).
Firearms and Dangerous Weapons
Whenever any school employee in the course of his or her employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b) (Article 3.6).
Planned or Threatened Violence
Whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e) (Article 3.10).
Sexual Offenses
Whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d) (Article 3.12).

Mandatory Report Offenses
Assaults on District Board of Education Members or Employees
Whenever any school employee in the course of his or her employment develops reason to believe that an assault upon a teacher, administrator, other school board employee, or district board of education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5 (Article 3.14).
Bias-Related Incidents
Whenever any school employee in the course of his or her employment develops reason to believe a "bias-related act" has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e) (Article 3.16).
Potentially Missing, Abused, or Neglected Children
Whenever any school employee in the course of his or her employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i through iii (Article 3.17).

OUT-OF-SCHOOL SUSPENSION (OSS):

Unfortunately, there may be times when a consequence warrants removal from the school setting. A student may be suspended for one to ten days by the administration. Students may not participate in any school activities during the entire day of suspension. All assigned work must be completed during suspensions; incomplete assignments may not receive credit. Assignments for students who have received OSS will be made available for pick-up in the Main Office by 2:15 PM on the second day of the suspension. During OSS, students are not permitted on school grounds during school hours, nor may they participate in school-sponsored extracurricular activities during or after the school day. A post-suspension meeting with the appropriate administrator for the parent/ guardian will be required before a student can return to The School of Saint Elizabeth. Tests shall be made up upon the student's return to school/class, as scheduled by the teacher.

CENTRAL DETENTION:

Central detention is held from 2:50 PM - 3:50 PM Tuesdays through Thursdays. Lateness or failure to comply with detention rules will result in an additional detention. Detention ends at 3:50 PM. No food, beverages, or electronic equipment are allowed; talking is not permitted. Detentions take precedence over after-school activities and athletics. Detentions will be scheduled within 48 hours of assignment.

COMPUTER/NETWORK USE:

It is the intention of the School of Saint Elizabeth that the distributed computer network be used for educational purposes only. Inappropriate use of school computing facilities, software, and the Internet will result in a loss of privileges.

Offenses:

- The first offense will result in a 1-day loss of computer privileges.
- The second offense will result in a 3-day loss of computer privileges.
- The third offense will result in a 5-day loss of computer privileges and re-evaluation of technology use.

GUIDANCE SERVICES:

Our School Counselor is vital to the social and emotional well-being of our students. The goal of the School of Saint Elizabeth's counseling department is to implement a comprehensive counseling program that meets every student's needs at the academic, social, and emotional levels. Working in collaboration with teachers and parents, counselor is dedicated to ensuring that our students make a successful transition into this time of new beginnings and rapid growth. Our hope is that by the time our students leave the School of Saint Elizabeth, they will have gained a heightened sense of responsibility, maturity, and the skills and tools needed to continue on their journey towards success in all areas of their lives in order to become productive and contributing members of their community as well as society as a whole.

Individual counseling or assistance is available to all students. Any student wishing to see the school counselor may visit the guidance office. Emergency situations will be handled promptly, and the classroom teacher will be informed that the student is in the guidance area. Students who visit the guidance area and find a counselor busy or unavailable are requested to leave a note indicating that they wish to see the counselor, then report to their regularly scheduled class. The guidance counselor will facilitate meetings between parents and teachers upon request. Parents are encouraged to reach out to arrange an appointment when needed if there is a specific matter or concern related to a specific subject. In such cases, parents are asked to address the matter with the teacher before calling guidance or administration.

LOCKERS:

Every Middle School student at the School of Saint Elizabeth is issued a locker to store backpacks and school items. Students are responsible for the contents and condition of their lockers at all times. It is strongly urged that personal valuables not be brought to school, as the school cannot be held responsible for any items lost or stolen from lockers. Students are never to use or enter another student’s locker at any time. All lockers are the property of the School of Saint Elizabeth. Any writing/graffiti and the posting of inappropriate material inside and outside are prohibited. Lockers may be decorated for birthday celebrations before school with the teacher's permission, or after school when supervised by a parent/ guardian. Decorations placed on the outside of the locker will be removed after a week.

Lockers will be checked periodically throughout the year. Permanent materials, such as stickers, are not permitted on any locker. The school reserves the right to inspect any locker when there is a reasonable ground for a search. School officials may search the locker of any student engaged in suspected or known wrongdoing.

CARE OF SCHOOL PROPERTY:

All school property is a source of pride to the community. Students need to take special care with school equipment, textbooks, and furniture. Any student who willfully destroys, abuses, or defaces school property will receive a disciplinary consequence and subject to replacement costs.

TEXTBOOKS AND EQUIPMENT:

Books and Chromebooks must be kept in a safe place when not in use. Students are responsible for the care and protection of all books, Chromebooks, and equipment issued to them. Fines will be levied for any excessive wear or damage. Proper care of the school-issued equipment is expected.

DETENTION POLICIES:

Detentions address minor infractions, including tardiness, dress code issues, classroom disruptions, disrespect, incomplete classwork/homework, or hallway misbehavior.

Types of Detention

- **Recess Detention**
- **After-School Detention:**
    - Typically 1 hour on Tuesdays and Thursdays
    - Students may not participate in extracurricular activities that day.
- **Out-of-School Suspension:**
    - Reserved for more serious or repeated offenses

Progressive Discipline

- **Three or more detentions** may result in Suspension

Detention Expectations

- Students remain silent and work on homework or read.
- No computer use

Notification

- Teachers will provide written notice of the detention, including date, time and expectations
- Parents will be notified by administration

Academic Standing

At the end of each semester, the administration and teaching staff will review academic performance. Students may be placed on:

- Academic Warning
- Academic Probation

Academic Warning

- Issued when a middle school student earns a failing grade or multiple D's in core subjects for the first marking period
- If no improvement is shown in the second marking period, the student is placed on probation

Academic Probation

- Probation is a period of heightened evaluation.
- Parents and students will be notified of probation and its conditions.
- Students must meet all conditions and will lose extracurricular privileges.
- Removal from probation requires achieving a C or above by the end of the next marking period in core subjects

Consequences for Continued Poor Academic Performance:

Warning Probation

- Academic Suspension (temporary removal)
- Academic Dismissal (permanent removal)
- Loss of extracurricular eligibility
- Possible impact on financial aid
- May or may not appear on an official transcript, depending on school policy

Homework

Homework is assigned to supplement and reinforce certain skills. Parents are encouraged to provide a quiet place for study with no distractions. They should take the time each night to check written assignments as well as review materials which need to be studied for assessments. Homework is the responsibility of the student and must be completed daily so each student can fully participate in lessons for the next day. In the event of traveling, class assignments will be given to students upon return to school.

Recommended time allotted for homework:

Kindergarten	optional 10 minutes
Grade 1	15-20 minutes
Grade 2	30 minutes
Grade 3	30 minutes
Grade 4	30-40 minutes
Grade 5	45 minutes
Grade 6, 7 & 8	60 minutes

These recommendations serve as projected guidelines only, as each child is unique and may require more or less time to complete specific tasks.

Report Cards & Honor Roll

Report cards are issued via PowerSchool four times a year for grades 1 to 8. All academic work for a marking period must be completed by the close of the marking period. Incomplete work will warrant an F for any assignment that has not been submitted.

Students in Grades 6-8 are eligible for the Honor Roll program. Students whose academic achievement and behavior meet the standards below will be listed on the year-end Honor Roll. Academic achievement is based on student annual grades.

First Honors:
Student must have A+ or A (93-100) in all subjects.

Second Honors:
Student must have B or higher (85-92) in all subjects.

Honor Roll Eligibility:

Students will not be eligible for the Honor Roll if:

- they have received an “x” mark in the “Personal and Social Growth” category of the report card.
- they have accumulated 4 dress code violations in a marking period.

Exams

As a result of a comprehensive review of our assessment practice undertaken by our instructional staff the following constitutes our policy regarding midterm and final exams, project-based learning, and service learning. All students in Grades 6-8 will take midterms and finals for Language Arts, Mathematics, Religion, Science, and Social Studies. The weighting of each midterm and final examination constitute 20% of the final grade in each of the courses listed below. This grade weighting has been determined by the Diocese of Metuchen.

The test days will not be early dismissals. Participation in the annual Christmas and Spring concerts is required and mandatory for grades K-8 and accounts for 10% of the Music grade for each quarter.

Promotion

Students who have successfully completed their work with passing grades in all major subjects will be promoted to the next grade. For students with failing grades or violation of the attendance policy, decisions about promotion or retention will be reached after consultation among administration, teachers and parents. Final decisions are the responsibility of the Principal.

Parent-Teacher Conferences

Parent-Teacher conferences are formally scheduled once a year at or near the conclusion of the first marking period. These conferences supplement the written method of reporting to parents for the purpose of constructively discussing each child's progress. For our middle school students, Parent-Teacher Conferences will be conducted as a panel with the parents and academic teachers to include Language Arts, Mathematics, Religion, Science, and Social Studies. This process will streamline the schedule for parents and provide a comprehensive academic and social/emotional snapshot of the student. Additional conferences are scheduled upon re-quest of the principal, parent or the teacher throughout the year as necessary. Parents are to contact the school office or teacher to arrange a suitable time after school hours.

Testing Programs

Standardized Achievement Tests are administered annually in Grades 1 to 8. Students in Grades 1-8 will participate in NWEA MAP Growth Testing two times a year. All students in Grades 5 and 8 take a national Religion assessment known as the ACRE assessment.

Health and Safety

School of Saint Elizabeth strongly discourages the administration of either prescription or non-prescription medication in school or on field trips.

A parent/guardian should come to the school and personally administer the medication.

However, if it is absolutely essential that a student receive medication while under school supervision, the following conditions will apply:

- The medication must be given to the School Nurse or the Principal (or his/her designee) by the parent/guardian.
- The medication must be in the original pharmacy labeled container.
- The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School Form"

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. Except as previously noted, children are not permitted to carry medicine, even aspirin, and take it themselves, or give it to others at their convenience. All medicines for Grades K to 8 must be kept in the health office.

Forms for "Authorization to Administer Medication and School" and "Authorization for Self-Administration of Medication in School" are available from the school office.

Illness and Health Screenings

If a child becomes ill or injured, every effort will be made to notify parents immediately. In the event of an emergency, 911 will be called. The child will remain in the health office, or in the main office, until the parent/guardian arrives to pick up the child. It is expected that the child will be picked up within an hour of notification. Please do not send your child to school if you believe he/she is not feeling well. This often necessitates our calling the parent for pick-up shortly after the child arrives at school.

In accordance with our standard Health & Safety policies, students with symptoms of illness must remain home.

CHILDREN MUST BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. CHILDREN MAY NOT ATTEND SCHOOL WITHIN 24 HOURS AFTER VOMITING.

The following basic ESC Health screening services are provided for certain grades with parent or guardian consent:

- ✔ Height/weight screening (grades K-8)
- ✔ Hearing screening (grades K-8)
- ✔ Scoliosis screening (grades 5-8)
- ✔ Visual screening (grades K-8)

Parents should not consider these services a substitute for recommended screenings offered during annual well visits with your child's doctor.

Diocese of Metuchen Vaccination/Immunization Requirements

We follow the guidelines of the New Jersey Department of Education concerning mandated vaccinations and immunizations. It is the responsibility of the parents to satisfy these requirements via documentation to our school nurse. These records need to be presented to the school and will become part of your child's cumulative health records. It is also a parent's responsibility to provide this documentation prior to your child's attendance at school. Failing to comply with this request will cause the school to exclude your child from school.

Immunizations are required in the Diocese of Metuchen and students cannot be present in a school in the Diocese unless immunized.

In complying with this Policy, the following Procedures will be observed:

- Schools will comply with and enforce Chapter 14 of the New Jersey Sanitary Code, Immunization of Pupils in Schools.
- Chicken Pox immunization is required for admittance to a Catholic school in the Diocese of Metuchen. [NJAC 8:57-4.4(b) allows religious and affiliated schools to grant or withhold enrollment to non-immunized students without challenge by a secular health authority.]
- A student shall not be required to have any immunizations which are medically contraindicated.
- To request medical exemption, a written statement must be provided by the child's physician (M.D. or D.O.), who is duly registered and licensed to practice medicine in the United States. The statement must declare that the required vaccine is injurious to the child's health or poses a significant risk to the health and well-being of the child.
- A medical exemption statement is valid for only one academic year from the date signed by the physician; it must be submitted to the principal prior to the child attending school. It will be reviewed annually.
- Requests for religious exemption from the New Jersey mandatory immunization regulations must be submitted via a formal written statement to the school indicating how the administration of immunizing agents conflicts with the student's exercise of religious tenets and practices. The pastor will meet with family and final determination on the validity of the request. A Religious Exemption Waiver must be signed by the parents and submitted to the school.
- Requests for religious exemptions which are not based on religious beliefs and practices shall be denied. The New Jersey legislation and regulations have never recognized nor permitted philosophical or moral objections as reasons for securing a religious exemption.
  All children are expected to comply with the school immunization regulations.
- Non-immunized students may be excluded from the school, for their own protection, if there is an epidemic situation. The exclusion will be based on the judgement of the principal.
- Non-immunized students may be excluded from the school if there are concerns about the safety of the pregnancy of a teacher or health issues of staff members.
- If the principal has questions about specific required immunizations, he/she will call the local Department of Health or the local Board of Education offices for details and updates.

Food Allergies

The number of children with life-threatening food allergies is increasing. To keep these children safe while at school, all parents must follow guidelines established by School of St. Elizabeth and the Diocese of Metuchen. These guidelines do not limit what other children can bring to eat at lunch, but are designed to allow the food allergic child to safely participate in all school activities. A list of students with care plans/epi-pen plans is available in the school's main office as well as in the nurse's office. All classmates of food allergic children will receive a summary of these guidelines.

At school-sponsored parties or events where food is served, such as Field Day, room mothers and other parents shall work together with the food allergic child's/children's parent(s) to provide school-approved snacks that are safe for the entire class. Parents may not bring to school snacks, any food as a treat or to share, and will not provide or serve any food in school to children other than their own. This includes birthday treats. Harassment of food allergic children will not be tolerated.

Some organized school events that offer food items to students (i.e. ice cream truck, hot pretzels etc.) will require prior parent authorization and a permission slip to participate.

Epi-Pen Bag Policy

In order to ensure your child's safety, the school policy for children who have food allergies is: a bag containing your child's epi-pen and his/her individual care plan will accompany your child throughout the school day. It will be passed from teacher to teacher as your child moves to different classes, lunch, and recess. Any child may carry their medication on his/her person provided that the proper papers are on file in the nurse's office. Although epi-pens are secured in the nursing office, we feel that in the event of an emer-gency this policy will make your child's epi-pen and individual care plan readily accessible.

Parents and physicians, please note the following:

1. An order for antihistamine administered concurrently with epinephrine does not preclude the emergency administration of epinephrine; however, the antihistamine cannot be given by the delegate even if specified in the IEHP because the statute at N.J.S.A. 18A:40-12.6 only authorizes the delegation of epinephrine.

2. Medical orders that impose a required observation period between administration of an antihistamine and epinephrine are not recommended in general and cannot be delegated.

3. If the student is having an allergic reaction and not an anaphylactic reaction, the nurse will administer the antihistamine as long as criteria for administration of medication has been met: order by physician, parental consent, medication supplied.

4. Any child who is given Benadryl will need to be taken home by a parent or guardian.

All staff will undergo professional development regarding food allergies, epi-pen use and anaphylaxis prior to the start of the school. It is our goal to keep all of our children safe and healthy.

Classrooms Designated as Tree-Nut Safe Zones

No food item containing peanuts or tree-nuts will be allowed into the classroom at any time, regardless of whether the item is for individual consumption or for sharing with the class. (This includes items with warnings such as “may contain traces of peanuts” or “manufactured on equipment that also processes peanuts and tree nuts.”

If a student brings a product containing peanuts or tree-nuts into the classroom, the teacher will take possession of the item and return it (uneaten) to the parent or guardian at the end of the day.

All food items brought into school to be shared must be store-bought and contain a list of ingredients. Homemade food is NOT permitted. Any homemade item brought into the classroom to be shared must be returned (uneaten) to the parent or guardian.

A sign indicating that the classroom is a “Peanut and Tree-Nut Safe Zone” will be prominently displayed outside the classroom.

Nursing Coverage

School of St. Elizabeth, through the Educational Services Commission (ESC) of New Jersey, provides nursing services on a part-time basis for Grades K to 8. Nursing hours are available in the main office.

Orthopedic Devices (Crutches, Boots, Casts)

Students requiring the use of an orthopedic device must submit a note signed by his/her physician with instructions regarding limitations to activities and/or special care during the treatment period.

Emergency Drills

Fire and security drills are conducted as directed by New Jersey State regulation (18:14-106). Security drills include evacuation, lockdown, shelter in place, reverse evacuation, and active shooter drills are practiced regularly. These drills are held at various times under varying conditions. The children are taught to respond quickly, quietly, and safely. All drills follow the guidelines of N.J.D.O.E., Somerset County Prosecutor’s Office and the Bernardsville Police Department.

Extracurricular Activities

Students are expected to maintain passing grades and acceptable behavior to participate in extracurricular activities. Failure to do so may cause a student to be suspended from participating in our extracurricular program. A suspension from participation may be permanent or temporary pending documented improvement in academic or behavior issues. Decisions in this area are governed by the Principal's review of individual cases. If a student is absent from school, that student may not participate in extracurricular activities that day.

Field Trips

Field trips are a privilege, not a right. Poor behavior will exclude students from participating in this privilege.

All field trips at School of Saint Elizabeth are funded by parents. These trips are carefully planned so that the students will derive maximum educational or cultural benefits. Parents will be given information prior to the trip; permission slips are to be signed by the parents and returned to the school. Parents of children with medical issues must complete the Field Trip Medication Policy on the back of the permission form. For out-of-state trips, the permission slip must be notarized. The Parish Secretary can provide this service to parents. Parents are requested to act as chaperones for field trips.

Students attending a Field Trip with Bus/Group Transportation may not arrive/depart in a separate private vehicle.

Chaperones for all field trips include Classroom Parents and/or a limited number of additional volunteers as designated by the teacher.

Home-School Association (HSA)

The Home-School Association endeavors to support fundraising and organize volunteer services to enhance the educational process in the school.

The Home-School Association membership is composed of parents and guardians of students, and operates within the parameters of the Home-School Association Bylaws provided by the Diocese of Metuchen.

Annual dues for each family are paid at the beginning of the school year. All parents are expected to take an active part in the Association. The Executive Board plans and facilitates fundrais-ing projects and activities. During the school year, all HSA meetings will be open to the entire HSA membership.

Volunteer Help

Parents are an integral part of our school family. The many successful projects in a Catholic School are greatly attributed to volunteer efforts from parents. Parents contribute time and talent to the school in various capacities adding to the learning environment and welfare of the children.

Parents are encouraged to volunteer at least 10 hours per school year for HSA and school events.

Volunteer opportunities include but are not limited to:

- Recess Duty
- Classroom parent (for each class)
- HSA Lead Positions
- HSA Committees* (for fundraising, programs and events)
- Saints Athletics (Coaching & Assistants)
- Book Fair

**Parents can sign up for Committees at Back to School Night each year.*

Volunteer Requirements

Parents who wish to volunteer in any capacity (including chaperoning field trips) must attend Virtus-Protecting God's Children workshop and undergo a background check. A volunteer application form must be submitted to the office, along with a signed Code of Conduct and Confidentiality Agreement prior to volunteering at St. E's. These forms are available on our website or by clicking the links below.

All parent volunteers must sign and submit the Diocesan Volunteer Application and the St. E's Volunteer Confidentiality Agreement, provided to all who sign up in any capacity.

SEE AVAILABLE VIRTUS SESSIONS

DIOCESE VOLUNTEER APPLICATION FORM

DIOCESE CODE OF CONDUCT FORM

VOLUNTEER CONFIDENTIALITY FORM

Volunteers may not be accompanied by other children / younger siblings at any time.

Birthdays

We love to acknowledge students on their birthday; however, outside food CANNOT be brought into school to share with other students. As an alternative, we suggest donating a book to the classroom library and coming in to read it to the class. A special recognition for your child will be placed in the back of the book. Visitors must have prior approval from the classroom teacher and are required to completed the Virtus volunteer certification.

A Birthday Lunch Program will be available through vendors coordinated by the HSA. Details and more information will be provided via email. Because of limited lunch staffing, we truly appreciate and encourage Virtus-certified parent(s) to join their child in the cafeteria to help serve and facilitate the celebration.

Lunch / Recess

The students may bring their lunch or purchase online from Catering Solutions.

Lunchroom Schedule:

Grades K-4, 11:03-11:25; Grades 5-8, 11:25-11:47

Recess/Playground Schedule

Grades 5-8, 11:03-11:25; Grades K-4, 11:25-11:47

Lunchroom Policies:

- Students will remain in their seats during the time to eat.
- Students needing assistance will raise their hand.
- Students may not return to their classroom or any part of the school building without the permission of the Principal.
- Students must clear their table area after eating, disposing of trash before they can be dismissed for recess or class.
- Students will not scream or get loud in the lunchroom. A “conversation” voice is strongly recommended.
- Students will observe good table manners.

Recess/Playground Policies:

Recess volunteers are responsible for enforcing recess rules and expectations of all grades.

- There is no rough playing.
- No one is excluded from any game. All students are welcome to participate in any and all activities except when health and safety concerns prevent participation.
- No student is permitted in the wooded area.
- No student may roll down the hills.
- When a student gets hurt one other child may accompany him/her to the nurse or school office.

Inappropriate behavior such as fighting, disregard for authority, inappropriate language and disrespect causes a student to forego the remaining free playtime. Students involved in this behavior will sit on the sidelines. All such behavior and all injuries will be reported to the Principal by the end of the lunch period.

https://www.mycateringsolutions.net/

Lunch Order Form

Parent volunteers manage outdoor and indoor recess. The HSA provides recess volunteers with signup information, playground policies, responsibilities and more.

Social Media / Advertising

School of St. Elizabeth may exhibit a student's likeness in all school social and print media or on the school website. The Dioceses of Metuchen Photo Release Form is provided and its submission is required upon initial enrollment at School of St. Elizabeth.

The Diocese of Metuchen Photo Release form covers only social and print media produced by the school's office of Marketing and Development. The School is not responsible for any pictures taken or material produced via athletics programs, fundraising events or activities hosted by any other third-parties**.**

Please note: *If you decline to have your child's likeness used for the school social and print media or on the school website, it could prohibit your child participating in certain activities where photo and/or video may be utilized for publication.*

Families who opt out should explain to children why they may be excluded from some photo opportunities during school or events.

Media Center

The function of the media center is to support and enrich the educational program. Students have access to the library during their weekly media period and will check out books from on a bi-weekly schedule. Students in grades K-2 will be permitted to check out one book at a time, while students in grades 3-8 may take multiple books with the permission of the Media Teacher. Parents are asked to see that the children take proper care of their books and return them when they are due.

Students will be charged for lost or damaged books. Students wishing to use the media center outside of school time will set up appropriate times with the Media Teacher.

Telephone

The school office phone is not a public phone. The children may use the phone only in case of an emergency. It is not to be used to request forgotten homework, gym clothes, supplies, projects, etc., or to arrange after school social plans. Permission of the front office is required to use the office phone. Emergency calls for a child will be taken by the Office Manager and relayed to the child.

Electronic Equipment

IPads, Ipods, Kindles, gaming devices, Smart Watches with internet connectivity and other personal electronic equipment should not be brought to school. The School will not be respon-sible for the loss, theft, or damage of any electronic equipment brought in by students. Use of equipment not provided by the school is prohibited during the school day.

Sexting Policy

The mission of all Catholic schools is to bring students closer to Jesus Christ by teaching and living the gospel message in an environment where the unique value of each person is recognized, protected and respected. Certainly, issues of morality demand a strong partnership between the school and the family to protect students from dangers they do not foresee. The Catholic Church believes and teaches that human bodies are gifts from God and temples of the Holy Spirit. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being." (CCC2337)

Educators, when teaching the first, sixth, eighth, and ninth commandments, are called upon to include the use of social media as a significant part of the instruction they give. As our schools partner with families to model Catholic Social Teachings emphasizing the dignity of the human person takes on a new and different meaning while discussing sexting and related issues. In teaching our children about human sexuality within the framework of God's plan, we provide opportunities for moral decision making based on solid Catholic teachings.

The Diocese of Metuchen prohibits acts of harassment, intimidation or exploitation of all students. Each school must ensure a safe environment that reflects the gospel and is conducive to student learning. With more students having access to phones and social media accounts, it is becoming easier for them to send and receive explicit messages and images. All students are expected to refrain from any and all conduct involving sexting. They are to respect the dignity of others and of themselves at all times. Sexting shall not be tolerated on school property, on the school bus, at any school sponsored function or off school grounds.

In complying with this Policy, the following must be considered:

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, memes, selfies, illustrations, or videos of themselves or others via cell phone or any electronic transfer, including, email, DM's (Direct Message), Snapchat selfies, and Tik Tok messages, by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God's plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated sexual acts from the intimacy of the partners, in order to display them deliberately to third parties. It offends against chastity because it perverts the conjugal act, the intimate giving of spouses to each other. It does grave injury to the dignity of its participants (actors, vendors, the public), since each one becomes an object of base pleasure and illicit profit for others. It immerses all who are involved in the illusion of a fantasy world. It is a grave offense. (CCC 2354)

- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created. Images covered under the law include, but are not limited to, naked pictures, photos of intimate body parts, including topless photos of girls, any sex act and any sexually suggestive image, which includes photos of a person in undergarments/underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime and the offender may be prosecuted.

In complying with the Policy, the following procedures must be observed:

- All reported incidents of sexting shall be dealt with immediately.
- The school will take immediate measures to protect the victim and others involved in the incident.
- Report to the Diocese of Metuchen Diocesan Response Officer
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials, including sexually suggestive text messages and nude or semi-nude photographs. Cell phones should be placed in Airplane mode to preserve the evidence.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some or all of the listed consequences:

- Report to the Bernardsville Police Department
- Temporary removal from the classroom
- In-school or out-of-school suspension
- Parent conference
- Deprivation of privileges
- Suspension from sports participation
- Removal from After-School programs
- Counseling
- Therapy
- Expulsion

Technology and Internet Acceptable Use Policy

School of Saint Elizabeth offers access to technology, programs, applications, and internet access as part of its commitment to promote educational excellence by integrating technology into the curriculum. The school provides computer technology and internet access in the classroom for the sole purpose of enhancing each child's education. The technology program offers the students an opportunity to build and sharpen skills as 21st century learners. It is aligned with the New Jersey Student Learning Standards and ISTE (International Society for Technology in Education) Standards.

The school technology affords the staff and students alike, a tool to help organize, communicate, collaborate, and to store their work efficiently. In order to maintain the integrity of the hardware, software, programs, and applications care must be taken to handle them responsibly.

The purpose of this document is to inform faculty/staff, parents, guardians, and students of the availability of technology and internet resources and the rules governing use, as well as the use of the school's technology in general. Parents or guardians must give express permission for an individual student to use school technology, Chromebooks, and Google Workspace for Education while at school. It is the joint responsibility of school personnel and the parent or guardian to educate the student about his or her responsibility when using the internet. Parents or guardians are responsible for supervising student technology use outside of school.

The purpose of school-provided technology is to facilitate legitimate school endeavors which are educational and administrative in nature. The school considers information gathered from the internet in the same manner as all other reference materials in that such resources must enhance the learning environment. However, there is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. School of Saint Elizabeth does not condone or permit the use of such material and is in full compliance with CIPA (Children's Internet Protection Act). Additionally, the use of technology must always be in conformity with the law and the religious mission of School of Saint Elizabeth and the Diocese of Metuchen.

The use of technology is a privilege, not a right, and inappropriate use will result in cancellation of the user's privileges. The administration has the right to monitor all information on school owned devices and any communication on the school's network. This includes email and shared documents within the school's Google Workspace for Education account.

Care and Use of School-Owned Devices:

All school devices are the sole property of School of Saint Elizabeth and should access network resources only in accordance with the school's Technology Acceptable Use Policy as outlined here. This includes the Chromebooks in the classroom and computers in the computer lab.

- Each homeroom is equipped with a Chromebook cart with assigned Chromebooks for each student in the class. Starting this year, students will be issued a specific Chromebook that will move up with them for about 3 years. or as long as the refresh cycle of Chromebooks permits.
- School Chromebooks are tracked according to serial numbers and labeled with each student's name. Students are not to remove labels for any reason.
- School Chromebooks must never be left unattended outside of the classroom. School Chromebooks are not permitted in the cafeteria during the lunch period or the playground during recess periods. Devices are never to be taken into the school bathroom as well.
- School Chromebooks must remain free of any

writing, drawing, stickers or labels that are not the property of School of Saint Elizabeth.

- Streaming of music through YouTube, Spotify, Pandora or any other website is prohibited and will be blocked by the school firewalls.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribu-tion of any unauthorized media may result in disciplinary action, which may include criminal charges. Inappropriate use of the device webcams will result in the webcams being deactivated for student accounts.
- Attempts to circumvent school firewall and classroom/device management software will result in loss of computer privileges. This includes attempting to use "gateway" websites, proxy sites or VPNs for the purpose of access-ing blocked games and changing school set Chromebook settings.
- Students who damage any hardware will be responsible for replacing the damaged device. Replacement or repair costs will be charged through FACTS.

Google Workspace for Education:

School of Saint Elizabeth will provide all stu-dents in grades K-8 with a Google Workspace for Education account. Google Workspace, formerly G-Suite or Google Apps for Education, is a brand of cloud computing, productivity and collaboration tools, software and products developed by Google.

This service is available through an agreement between Google and School of Saint Elizabeth. Google Workspace for Education is intended ex-clusively for educational use. The teachers of your student may be using Google Workspace apps for lessons, assignments, and communication. The tools available through Google Workspace for Education will allow students to collaboratively create, edit, and share school-related projects. The services are entirely online and are available 24/7 with internet access.

Student accounts will include a managed Google Chrome Browser, Drive, Docs, Sheets, Slides, Drawings, Classroom, Gmail, Google Maps, Google Earth, Google Meet and other applications that will benefit the learning experience. Instruc-tion and proper use of Google tools will be covered in media class starting in Kindergarten.

Students in grades 6-8, as well as our 5th grade Ambassadors, will have email access to send and receive email outside of the steschool.org domain.

Students in grade 6 will receive lessons in proper email etiquette, proper use of email and digital citizenship at the beginning of the school year during Media Class, before being given access to their email accounts. Ambassadors will meet separately with the Media Teacher/Technology Coordinator for instruction.

Student e-mail is intended for educational use only. Students will not reveal addresses, phone numbers, photographs or other personal informa-tion about him/herself or others. All email between teachers and students will be sent/received using the school e-mail address only. Students may only use their school email account when approved by a parent or guardian and with the signed Student Handbook acknowledgement form.

Although Google Workspace can be accessed outside of school, any use of the account on the steschool.org domain is bound by the same rules and guidelines as use of any student account on the School of Saint Elizabeth network. These accounts are intended for educational purposes whether or not the student is at school.

Digital Access and Online Behavior:

School of Saint Elizabeth utilizes an internet content filter that is in compliance with the feder-ally mandated Children's Protection Act (CIPA). All Chromebooks and school devices will have inter-net activity filtered and monitored.

Students have no expectation of confidentiality

or privacy with respect to the usage or content of a school owned device. The school may, without prior notice or consent, log supervise, access, view, monitor, and record use of student Chromebooks and lab computers at school.

- Students are not to access, use or create any type of private chat or messaging feature between themselves, unless used as part of a curriculum tool with consent from their teacher or administrator.
- Students may not use their steschool.org accounts to join or create an online presence on any other websites, including social media. Any websites students belong to in school are age appropriate, curriculum specific and educational in nature, and are under the guidance of the Technology Coordinator, the school administrator and classroom teachers.
- Students will not use the school's technology to access established personal email, websites, or social media accounts. This type of access will be blocked by the school's firewall.

Understanding the Digital Environment

While working in a digital environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself- Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- Protect Yourself- Ensure the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share your personal information with others, including other students.
- Respect Others- Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people. Do not attempt to access, modify, or share files, documents, or materials belonging to another person without direct permission from the owner.
- Protect Others- Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- Respect Intellectual Property- Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- Protect Intellectual Property- Do not distribute copyrighted materials, music or media in a manner that violates license agreements.

Student Responsibility

Students utilizing computer equipment, the internet, or other school technology are responsible for their behavior in accordance with the school's disciplinary policy. Students violating school policies with regards to the Acceptable Use of Technology/and Google Workspace for Education Agreement shall be subject to the revocation of privileges and potential disciplinary and/or appropriate legal action.

Students shall review with their parents or guardians and abide by the Acceptable Use of Technology and Google Workspace for Education Agreements. Violation of the Google Workspace for Education Agreement will result in the loss of privileges.

Parental Responsibility

Given the dynamic nature of technological advances and of resources available on the internet, the school acknowledges its inability to completely regulate and monitor 100% of the information received or sent by students. As such, the school cannot assure parents that students will

be denied access to any and all inappropriate materials or communications contrary to our philosophy, goals, and educational mission.

Parents and guardians should be aware that some material accessible via the internet might contain items that are inaccurate, defamatory, offensive, or illegal. In addition, it is possible to purchase goods and services via the internet which could result in unwanted financial obligations for which the student's parent or guardian would be held responsible.

Parents or guardians shall review St. Elizabeth Acceptable Use of Technology and Google Workspace for Education guidelines with their child and are responsible for their adherence to its provisions.

Although the school recognizes its obligations in these matters, parents of students are equally responsible for establishing and communicating the standards that their child(ren) should follow when using media and information resources.

Staff Responsibility

All school staff members and volunteers whose duties include supervising students and/or staff using school computers, chromebooks, networks, internet access, electronic mail and electronic communications are obligated to read and adhere to this policy. They are required to enforce the rules concerning acceptable use of school technology. Faculty must also enforce the school policy mandated prohibition of student use of personal devices such as, but not limited to, smartphones, cellphones, tablets, ipads, androids, computers, chromebooks, and wireless hotspots during school hours from 7:30 am until the conclusion of school/faculty supervised events in school.

Whenever a staff member or volunteer, in the course of their duties, becomes aware of a violation of the Technology/Internet Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with the school disciplinary policies. Volunteers should bring the matter to the attention of the school office.

Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify School of Saint Elizabeth and the Diocese of Metuchen for any losses, costs or damages, including attorney's fees, incurred relating to or arising out of any breach of this document. Use of the technological resources will be permitted only upon reading, signing, and returning the Student and Parent/Guardian Agreement required in accordance with the Student Handbook, which includes the Acceptable Use of Technology Policy Agreement and the Google Workspace for Education Agreement.

Backpacks and Books

It is mandatory that each child has a waterproof book bag for carrying books to and from school. Textbooks are loaned to the students. The students are, therefore, responsible for the proper care of these books throughout the school year.

No writing or drawing is permitted in books or on book covers.

If a book is lost or destroyed, payment must be made to cover the cost of replacing the book.

Water Bottles

Students are permitted to use standard sized personal water bottles in classrooms.

In lieu of water fountains, School of St. Elizabeth offers filtered bottle filling stations on each floor. Students must bring their own refillable water bottle every day. We recommend labeling all bottles with the child's name.

- These large bottles are often dropped, and spilled liquids pose safety hazards and potential damage to books and/or electronic equipment.
- Bottles must have a screw on cap
- Bottles must contain water ONLY
- No juice, seltzer or soda

Asbestos Notice

In compliance with the EPA's regulations covering asbestos-containing building materials in schools, this is St. Elizabeth's annual notification that ACBM's are present in the buildings.

A program has been implemented to ensure that the material is maintained in good condition, and appropriate precautions are followed when the material is disturbed for any reason. This management program consists of surveillance, inspection, response action, record keeping and training for maintenance and custodial staff, and is avail-able for review at the school office.

It is the policy of St. Elizabeth's to provide a safe environment for all students, faculty, staff and visitors. If you have any further questions please feel free to contact the school office.