

# FAMILY HANDBOOK

## 2017-18



## ST. NICHOLAS SCHOOL

6459 E ST. NICHOLAS DRIVE

SUNMAN, IN 47041

812-623-2348

[SCHOOL.STNICHOLAS-SUNMAN.ORG](http://SCHOOL.STNICHOLAS-SUNMAN.ORG)

## Table of Contents

Staff Directory.....	3
Opening Letter from the Principal.....	4
School Calendar.....	5
Mission, Vision, Motto and Admissions.....	6
Uniting Home and School in Discipleship.....	7
Discipleship Code of Ethics.....	8-9
Communication Between Home and School.....	9
Dress Code.....	9-10
Attendance.....	11-12
Catholic and Academic Teaching.....	13-14
Volunteerism, Fundraising, Extra-Curricular Activities.....	15
Athletics.....	16-17
Discipline/Behavior Management.....	18-20
Health and Safety Guidelines/Medication.....	21
Lunch, Safety Drills.....	22
Verification of Reading the Parent/Student Handbook Form.....	23

## St. Nicholas School Staff Directory 2017-18

<b>Pastor</b>	Fr. Shaun Whittington	pastor@stnicholas-sunman.org
<b>Principal</b>	Mr. Dan Swygart	principal@stnicholas-sunman.org
<b>Kindergarten</b>	Mrs. Mary Bedel	kindergarten@stnicholas-sunman.org
<b>1<sup>st</sup> Grade Teacher</b>	Mrs. Jona Dierckman	grade1@stnicholas-sunman.org
<b>2<sup>nd</sup> Grade Teacher</b>	Mrs. Jennifer Schutte	grade2@stnicholas-sunman.org
<b>3<sup>rd</sup> Grade Teacher</b>	Miss Morgan Vincent	grade3@stnicholas-sunman.org
<b>4<sup>th</sup> Grade Teacher</b>	Mrs. Beth Schwering	grade4@stnicholas-sunman.org
<b>5<sup>th</sup> Grade Teacher</b>	Mrs. Elizabeth Vollmer	grade5@stnicholas-sunman.org
<b>6<sup>th</sup> Grade Teacher</b>	Mrs. Sherry Hawk	grade6@stnicholas-sunman.org
<b>7<sup>th</sup> Grade Teacher</b>	Mrs. Kindra Maple	Grade7@stnicholas-sunman.org
<b>6<sup>th</sup> &amp; 7<sup>th</sup> Grade Religion Teacher/Aide</b>	Mrs. Marie Kline	marie.kline@stnicholas-sunman.org
<b>8<sup>th</sup> Grade Teacher</b>	Mrs. Debbie Gregg	grade8@stnicholas-sunman.org
<b>Gym Teacher</b>	Mrs. Mary Heulseman	pe@stnicholas-sunman.org
<b>Secretary</b>	Mrs. Lisa Weisbrod	schooloffice@stnicholas-sunman.org
<b>Secretary</b>	Mrs. Patty Fledderman	schooloffice@stnicholas-sunman.org
<b>Music</b>		music@stnicholas-sunman.org
<b>Library</b>	Mrs. Annette Rees Mrs. Samantha Demaree	library@stnicholas-sunman.org
<b>Cafeteria</b>	Mrs. Betty Volz	cafeteria@stnicholas-sunman.org
<b>Art</b>	Mrs. Jeannie Rennekamp Mrs. Sandy Mahoney	art@stnicholas-sunman.org

## Opening Letter from the Principal

Dear Students and Families,

Welcome to an exciting start to the school year 2017-18! Thanks be to God for the returning St. Nicholas School Families who bring with them the tradition of Stewardship commitment, which is no small thing! Through this commitment, we maintain that special bond with the greater St. Nicholas Parish. We are united in our mission of a school creating disciples of the risen Jesus Christ. Through the ministry of education, we can encounter various forms of service in our daily interactions. Thanks to all the families who responded to the call of volunteering during the summer months. As a community, we will continue to immerse ourselves in a sacramental way of living, worshipping together, supporting our various ministries, and uniting ourselves in our vocational call.

Last year's 5<sup>th</sup> Grade Teacher, Ms. Vincent, will use her educational training in languages in the 3<sup>rd</sup> Grade where IREAD is administered to assess our student's mastery of the English language. We welcome Elizabeth Vollmer, a 12-year veteran teacher from St. Lawrence School, to join our ranks and fill the 5<sup>th</sup> Grade position. Additionally, Mrs. Vollmer aspires to administration and will assume additional administrative duties associated with testing. Technology Coordinator, Kirk Siegel, has completed his undergraduate work and will be available as a consultant. Two students, one at St. Nicholas and one at St. Anthony, will assume the Technology Coordinator role and forge their technology skills as they pursue their vocational callings.

We are so thankful for the learning tools, staff, and volunteers that support our curriculum and our extra-curricular activities. We will continue to honor parents as the primary educators. We feel prepared to embrace our motto, *Building Saints and Scholars*. Thanks to the Education Commission's efforts in the commitment of ongoing school improvement, enrollment is up! Our Education Commission goal remains to retain those enrolled and seek new families and students. We welcome those of other faiths. Choosing St. Nicholas as a preferred school reaffirms our commitment to being a welcoming, evangelizing community. Together, we celebrate the unity instilled by our traditions and welcome personal growth that better prepares us to honor the words of Christ; *Therefore, go and make disciples of all nations baptizing them in the name of the Father, the Son, and the Holy Spirit* (Matthew 28:19).

In the love of Christ,

Daniel Swygart  
Principal,  
St. Nicholas School

## St. Nicholas School 2017-2018 School Year Calendar

August 7	6 PM New Family Orientation, 7 PM Open House
August 7 & 8	Teacher In-service Days
August 9	First Student Day
September 4	Labor Day - No School
October 4 and 5	Parent-Teacher Conferences
October 6 - 13	Fall Break - No School
October 18	End of First Grading Period (41 student days)
November 23, 24	Thanksgiving Vacation - No School
December 22	Last Student Day Prior to Christmas Vacation End of Second Grading Period (48 student days) End of First Semester (89 student days)
December 25 - January 2nd	Christmas Vacation
January 3, 2017	Classes Resume After Christmas Vacation
February 19	President's Day - No school (1 <sup>st</sup> snow make-up day)
February 26 – March 9	ISTEP+ Testing Part 1
March 9	End of Third Grading Period (47 student days)
March 12 – 16	IREAD
March 19 - 23	Snow Make-up Days
March 26 – 30	Spring Break - No School
April 16 – May 4	ISTEP+ Part 2
May 24	Last Student Day End of Fourth Grading Period (44 student days) End of Second Semester (91 student days)
May 25	Teacher Record Day/In-Service Day

**Note:** Due to Milan Community Schools early dismissal for staff inservicing, every Wednesday the Milan Bus will pick up our students at 2:00 PM. East Central's 2-hour early dismissal for their staff inservicing will occur on Aug. 16, Sept. 20, Oct. 18, Nov. 15, Dec. 13, Jan. 17, Feb. 14, and Apr. 4.

### **Total Student Days - 180**

The calendar may be shortened or lengthened to reflect a total of 180 student days as required by I.C. 20-30-2-3 and the teacher record day will follow the last student day.

### **Snow Make up Days**

March 19-23

### **Total Teacher Days - 185**

Note: 8/7/16, 8/8/16, and 5/25/16 are three scheduled teacher in-service days.

## **Mission Statement**

St. Nicholas School is a place where all will strive towards achieving excellence in Catholic and academic teachings as they develop their discipleship of our Lord Jesus Christ.

## **Vision Statement**

Each unique child will be fully nurtured in mind, body, and spirit in order to play an active role in the Catholic Church and society.

## **Motto**

Building Saints and scholars since 1859

## **Admission**

No one can be denied admission to St. Nicholas School because of race, color, religion, handicap or gender. Entrance age for Kindergarten is five years of age by August 1st. A copy of the child's birth certificate is required.

All immunizations which are required by Indiana State Law must be listed on the permanent health record. An Emergency Medical Authorization Release Form must be on file for each student. This form is renewed each year ensuring the information will be current and accurate.

St. Nicholas School respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that St. Nicholas School will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. We reserve the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

## Uniting Home and School in Discipleship

*Therefore, go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:19).* This scripture is the basis upon which the mission of St. Nicholas School has evolved. Our mission has evolved in response to the changing world in which we exist; however, the basic command that we all become disciples of Jesus is a Catholic universal. This requires an unrelenting commitment to values that have withstood the test of time. The Traditions of our Catholic Faith have been passed on generation after generation. The traditions of St. Nicholas are relatively new in comparison to the Catholic Faith Traditions, but the blend of Catholic Tradition with local traditions is what has brought together the living Church that we refer to as St. Nicholas Parish.

School families are required to commit to stewardship as is detailed in *St. Nicholas Stewardship and Tuition Policy (accessible on the St. Nicholas School web page)* and commit to volunteerism by filling out a *St. Nicholas School Volunteer Opportunities form (accessible on the St. Nicholas School web page)*. All staff and volunteers are required to have a certificate of completion of the Archdiocesan Safe and Sacred program on file in the school office and have a background check. In accordance with Safe and Sacred and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation. Building these consistencies in school and home environments provide fertile soil for planting the seeds of discipleship. Individuals can respond to leadership roles that they perceive they are being called to respond. For example, annual elections are held to select Education Commission Members which will contribute to Pastor/Principal advisement and decision-making in the daily operations and strategic planning for the school as well as the parish.

## Discipleship Code of Ethics

“You shall love the Lord your God... and you shall love your neighbor as yourself.” Jesus’ clarification of the two most important commandments leads to the behavioral expectations at St. Nicholas Catholic School. Respect for all persons as children of God and respect for all property as part of God’s world are expressed by our Holy Father, Pope Francis. As followers of Christ Jesus we will strive to love and serve one another and bear fruit that will glorify our heavenly Father.

### **Love and Joy**

- Show respect to all adults and peers always using courteous and appropriate language.
- Always cooperate, follow directions and have a positive attitude.

### **Affection**

- Show affection appropriately. There is to be no holding hands, kissing, etc. during the school day.

### **Peace**

- Speak kindly and softly when indoors. Do not use profanity, vulgarity, obscene or disruptive gestures, offensive language, or malicious gossip written (spoken, written, or mailed).
- Stay on sidewalks and walk quietly between church, class, cafeteria and bus.

### **Patience**

- Listen attentively while others are speaking
- Wait your turn without complaining, and do not run, push, shove, grab, or line-jump

### **Faithfulness**

- Use your God-given abilities to always do your best
- Be prepared for class with all necessary supplies and assigned work.

### **Gentleness**

- Include others in your activities and conversations
- Be gentle and never bring weapons to school

### **Kindness**

- Be nice to others never using words or actions that would hurt or humiliate. Do not bully, threaten, or harass (verbal or written) or behave in a manner as to cause injury to another
- Keep the hallways, classrooms, restrooms, cafeteria, and playground areas clean.

### **Modesty**

- Always be dressed appropriately as defined by the dress code.

### **Self-Control**

- Treat the property of the school with respect and never take what does not belong to you.
- Be responsible for damage to the property of others.
- Use all stairs and ramps properly without hanging or swinging from railings.
- Leave all electronic devices (including cell phones), toys, cameras, squirt guns, skateboards, rip sticks, etc. at home as they are not permitted on school grounds.
- Sit appropriately in chairs, never tipping or sitting backwards, and never sitting on tables or counters.
- Abstain from chewing gum on school property and never bring tobacco or alcohol to school.
- Snacks, treats, candy and cafeteria food should be eaten in designated areas.
- Keep from harming others by not throwing rocks, snowballs or other objects.

### **Goodness**

- Follow all rules and safety regulations during the school day and while attending extracurricular activities
- Follow all classroom Rules and Procedures as defined by your teacher.
- Take all medications from home to the office with a note.
- Stay in designated areas and do not leave the school premises without permission.
- Follow all Playground and Cafeteria Rules.

## Communication Between School and Home

**School office hours:** 7:15 am – 3:30 pm.

**Phone calls:** 812-623-2348.

**E-mail addresses:** [schooloffice@stnicholas-sunman.org](mailto:schooloffice@stnicholas-sunman.org), [principal@stnicholas-sunman.org](mailto:principal@stnicholas-sunman.org)

Proper protocol should first be discussed with those involved. If necessary, progress through the chain of authority as follows: 1. Pupil 2. Teacher 3. Principal 4. Pastor

**Parent Newsletters:** sent home every Wednesday with each family's youngest student in the school, and posted on our school website.

**Electronic Communication:** FlockNote will be used for school closings and delays, and other important updates. The school calendar and lunch menu can be accessed on the school website ([school.stnicholas-sunman.org](http://school.stnicholas-sunman.org)). The appropriateness of using electronic devices and other forms of technology will be instructed to the students and requires an Internet Usage Agreement form. This will be included in the Parent Information packet distributed in May.

## Catholic Identity as Expressed in Our Dress Code

St. Nicholas School requires that students come to school dressed and groomed in good taste. Enforcement of this policy begins at home. Parents are expected to assume responsibility for making sure that students are dressed and groomed in accordance with the policy. The school dress code is intended to promote self-discipline and pride within students and an environment for learning. Emphasis is on neatness, cleanliness, and modesty. The clothing worn by students should show the student's focus is on learning rather than play, and should reflect an attitude of reverence at the Liturgy. Clothing should be in good condition without holes and frays, and should fit properly, not tight fitting or baggy. The school reserves the right to make definitive decisions concerning whether the wearing or possession, of any item is to be considered a violation of school policy. Any questionable attire will be left to the discretion of the principal. Students dressed inappropriately will be required to call home for a uniform or select from extras on hand.

Slacks:

- Properly fitting plain or cargo, solid navy or tan

Belts:

- Black, brown, or navy with buckle - must be worn at all times

Shorts/Capri pants:

- May be worn from first day of school until Fall Break, and after Spring Break until the end of school year.
- Properly fitting plain or cargo, solid navy or tan must extend below the mid-thigh while standing erect.

Skirts/Jumpers/Skorts:

- Girls grades K - 8, may be worn throughout the school year
- Plain, solid navy, or tan - must extend below the mid-thigh while standing erect.

Shirts:

- Plain, polo, oxford style, or turtleneck in solid white, light blue, or navy, with long or short sleeve

- Undershirts must be white and tucked in at all times

Sweaters/Sweatshirts

- Plain, pullover, cardigan, or vests in gray, royal blue, or navy
- Uniform shirt must be worn underneath sweaters at all times
- Only St. Nicholas sweatshirts may be worn in school

Socks/Tights: Solid white, black, or navy - must be worn at all times

Jewelry:

- Necklaces - only crosses, crucifixes, or religious medals
- Rings - one per hand
- Earrings (to be worn only by girls) - post only; one earring per ear worn in the earlobe
- Bracelets may not be worn; however, watches are acceptable

Shoes

- Gym shoes, dress shoes, and boots acceptable

Hair:

- Must be neat, clean, and groomed in a style suitable for the school environment
- Girls: it must be kept pulled back out of face and eyes
- Boys: it must be cut above the eyebrow and off the collar
- Altering hair color in any fashion is prohibited
- Facial hair, including long sideburns, is not permitted

Other

- No caps will be worn inside any building at St. Nicholas
- No bandanas, sunglasses, or make-up will be worn by any student (this includes any St. Nicholas School's extra-curricular activities)
- Tattoos, including temporary, are not permitted
- Nail polish may be worn except black, sparkle, or different shapes on the nails

**Server Attire:** Servers are expected to be dressed according to the dress code, wearing slacks, dark socks, and dress shoes (no gym shoes, high heels, or sandals). Shorts are permissible.

### Dress Code Exceptions

**School Spirit Days and Student Picture Day:** Spirit days are to honor athletic, speech, and academic teams. Students may wear school uniform bottoms with a school spirit t-shirt or a royal blue shirt. On picture day, normal dress code and/or more formal, modest attire is acceptable

**Good Behavior Dress Down Days:** Students may wear the following:

- Slacks, jeans, athletic pants. Leggings, tights, or yoga pants are permissible only with a dress or skirt over them.
- Mid-thigh length or longer shorts, includes plaid, athletic, jean, or cargo (if during time allowed)
- Shirts - T-shirts, sweatshirts (must be in good taste: do not wear sleeveless shirts, spaghetti straps, or shirts promoting alcohol, tobacco or offensive material).

**Red Shirt Days:** To commemorate the feast days of martyred saints, students may wear designed red shirts ("Let the Fire Fall," "Holy Spirit," and martyr t-shirts), red polos, or solid red t-shirts.

## Attendance Policy

St. Nicholas Catholic School recognizes that regular attendance in school is essential for a quality education. Evidence indicates that attendance and grades are directly related. Students with poor attendance can often lose interest in school and tend to feel left out. While it is possible to make up written work, missed classroom instruction is lost forever. St. Nicholas encourages each student/family to make 100% attendance their goal.

**Transportation:** Children transported to and from school by car must be promptly picked up at 3:00 p.m. If additional supervision beyond school hours is needed, St. Anthony's Daycare provides supervision from 5:30 AM – 6:00 PM for children up to 12 years of age. Public school transportation is provided as a part of this service. St. Anthony's Daycare can be reached at 812-934-2789.

**Bus transportation:** Students must observe all safety regulations required by Sunman-Dearborn and Milan School Corporations. Failure to do so may result in loss of bus privileges.

**Emergency Bus Passes:** Sunman-Dearborn School Corporation has asked that we only issue bus passes in cases where there is an emergency. Some of their busses are quite crowded and they cannot accommodate students changing busses.

### **Inclement Weather and Emergency Closing of School**

St. Nicholas follows the closing procedures for the Sunman-Dearborn School Corporation. In the event the school must be closed or delayed for inclement weather or for another emergency, you will be notified with a FlockNote email. Also, Cincinnati radio and television stations will make the announcement and radio information can be heard via WRBI in Batesville and WSCH in Aurora.

### **Daily Schedule**

7:30 a.m. - 7:50 a.m.	Car rider student arrival
7:50 a.m.	Bus drop off
8:05 a.m.	Mass
2:35 p.m.	Milan bus and Sunman bus #3 dismissal
2:40 p.m.	Car rider dismissal (if you require an earlier dismissal, arrangements must be made with the principal).
3:00 p.m.	Sunman bus #1 dismissal

**Absences:** If your child is to be absent from school, please e-mail the school office ([schooloffice@stnicholas-sunman.org](mailto:schooloffice@stnicholas-sunman.org)) or call at (812) 623-2348 by 8:00 a.m. You may leave a message on the school voicemail system at any time prior to 7:30 a.m. stating the student's name and grade and the reason for the absence. Absences are counted as a full day, or half days when more than 60 minutes of a half day (morning, afternoon) is missed. Concerning partial-day absences it is encouraged to send in a note detailing information, such as medical appointments, funerals, and times to be missed. Students are to report in and out of the school office for proper supervision.

**Excused Absence:** A student may be excused from school for the following reasons:

1. Personal illness
2. Medical and dental appointments
3. Funeral
4. Family trips – Only those approved in advance by the Principal.

Missed work will be due as the teacher requests.

**Unexcused Absence:** Missing school due to “skipping,” suspensions, disciplinary reasons, violation of attendance contracts, and family vacations without prior approval.

**Tardiness:** Students are expected to be in the classroom by 7:50 am. (exception bus riders). Tardiness occurs when 1-59 minutes of the school day is missed. Teachers are to notify the principal if excessive tardiness occurs so that communication with parents can occur.

**Consequences of Excessive Absences/Tardiness:** When a student reaches seven absences, or in the event of excessive tardiness, the principal will contact the family through a phone call or letter to discuss the consequences of further absences. When a student reaches ten absences a parent conference will be scheduled with the principal. Excessive absenteeism or tardiness may necessitate the following actions:

1. Written attendance contract.
2. Required additional outside tutoring
3. Retention in the same grade the following year.
4. Prosecution under Indiana State Compulsory Attendance Law (IC 20-8.1-3-33)

## Parents, Students, and School Pursuing Excellence in Catholic and Academic Teachings

The St. Nicholas School curriculum includes: Religion, math, language arts (reading, literature, English, spelling, and handwriting), social studies, science, art, music, physical education, drug prevention, and computer. We follow the Archdioceses of Indianapolis curriculum guide and the Indiana State Standards for each grade.

### School Improvement Goals

**Catholic Identity Goal 1:** All students will engage in the worship services and catechesis and demonstrate proficiency in areas assessed.

**Academic Goal 2:** All students will be proficient in language arts meeting grade-level proficiency as determined by assessments.

**Academic Goal 3:** All students will be proficient in math meeting grade-level proficiency as determined by assessments.

**Institution Goal 4:** The pastor, principal, Education Commission and school will work collaboratively to retain all student through the 8th grade and actively recruit new students.

<b>Traditional Grading System for Grades 3-8:</b>	A	95 - 100
	B	86 - 94
	C	76 - 85
	D	70 - 75
	F	69 - or below

### Standards-based Achievement Scale for Grades K-2:

**E** = Exceeds expectations: demonstrates an understanding of the standard and consistently performs above grade level expectations.

**M** = Meets expectations: demonstrates an understanding of the standard and consistently performs at grade level expectations.

**N** = Does not meet expectations: does not demonstrate an understanding of the standard and/or is rarely able to perform at grade level expectations.

**Midterms:** Parents will receive a FlockNote concerning their child's performance midway through the grading period. Parents can access their child's progress by using the on-line student grading system (Jupiter).

**Report Cards:** Each nine weeks the school will send home Report Cards with the student. The Report Card includes grades for student achievement in each subject area. The teacher may note progress in particular academic skills, student effort, behavior, or conduct. If a student cannot complete his/her work due to illness or injury, an "Incomplete" will be given until the work is made up. The student will be given 5 days to make up the work. If the work is not completed in the allotted time frame, the student may not be given credit.

**Conferences** Parent conferences are important. Each year we provide opportunities and schedule times for this purpose. Feel free to contact the teacher at any time you wish to talk about your child's performance.

**Homework:** Homework assignments are given at each grade level. The amount of time needed for each individual to complete assigned work may vary according to the ability and study habits of the students. The assigned time spent on homework each evening will be approximately 10 minutes per grade level. Apart from make-up work because of absences and long-term assignments, homework is generally not scheduled over the weekend or vacation periods. Parents may request work missed due to absence by contacting the teacher.

**Late Homework:** If your child turns in late homework, 10% may be deducted on the first day late, with an additional 10% deducted each day thereafter, at the teacher's discretion. In most cases, seatwork not completed in school is assigned as must be completed at home and turned in the next day.

**Papers** are sent home on weekly basis for K-5. Papers for grades 6-8 are sent home on a daily basis. Students in grades 6-8 are responsible to get these papers home.

**Assisting Students in Need:** Concerns about a student's academic progress should be articulated to the teacher. If concerns persist, a Response to Intervention process should be initiated. A team consisting of parent/s, teacher/s and the principal, will use student performance data to establish interventions to address specific needs. This may include using the government-funded resource teachers that are assigned to St. Nicholas School.

**Plagiarism and Cheating:** It is important for teachers to be able to assess how each individual student is progressing in the classroom. Cheating on assignments, class work, quizzes and tests is not allowed and will result in a grade of 0. Something plagiarized is an idea, expression, plot or the like taken from another and used as one's own. Plagiarism includes taking information directly from the Internet, encyclopedia, etc. Plagiarism is not allowed, and assignments that are plagiarized will receive a grade of 0.

## Volunteerism

**Special Events:** Opportunities for parents and others to become directly involved with the children's school experience include: room helpers, athletics, Girl's Club, Little Flowers, Open House, Catholic Schools Week, Field Day, and various convocations.

**Birthdays:** We happily acknowledge the birthdays of all students in the announcements each morning. Summer birthdays are acknowledged on half-birthdays (i.e. June birthdays are in December). Simple birthday treats are also a special part of each child's birthday and are always welcome in the classroom at the discretion of the classroom teacher. Please contact the teacher to arrange a time for birthday treats. We ask that parents and relatives do not send balloons, flowers, or other special gifts to school for birthdays and special occasions. Any party invitations should be mailed not distributed at school.

### St. Nicholas Volunteer Code of Conduct

1. Volunteers need to be in their area of volunteering 5-10 minutes before their scheduled time for volunteering.
2. All interactions are to be done with respect. Disrespectful acts are to be brought to the attention of the homeroom teacher for follow-up.

## School Fund Raising

In an effort to limit the number of fundraisers for our school families, the Kroger Rewards is highlighted as the annual school fundraiser. Other activities which generate resources to support the school are Campbell Soup labels and Box Tops for Education. In supporting the financial assistance by our parish, during October of each year, we seek members for the 250 Club of which the funds are allocated to various organizations to support events and activities that have traditionally resulted in fundraising efforts. Our goal is to reach 250 members with 100 percent participation from school parents. The cost is \$50.00 per membership.

## Extra-Curricular Activities

**Student Council:** The school proudly has a Student Council which has elected officers. It offers an opportunity for students to learn and demonstrate leadership, learn the decision making process, plan and coordinate activities, bring ideas to teachers and to represent the students.

**Academic Meets:** Students in grades 5 and 6 have the opportunity to participate in an academic meet. The meet is sponsored by the Batesville Deanery and quizzes students over general knowledge, current events and curriculum. The principal and coach select the team members based on ability shown in the classroom and scores earned on standardized tests.

**Speech Team:** Catholic Schools in the Batesville Deanery sponsor a Speech League. Competition is held once a year. Students in grades 5 and 6 may participate in either humorous, serious and/or duet category. Awards and trophies are given to the participants with the highest scores. A traveling trophy goes to the school with the highest total points.

**Field Trips:** Field trips are a privilege and are designed to enhance the students' understanding of a subject or topic they are studying and to provide an educational or cultural experience they would otherwise not have. Parents must sign a permission slip before the child may participate.

Permission given over the phone will not be accepted. For safety measures siblings are not allowed to attend field trips.

## **St. Nicholas School Athletic Policy**

**Athletic Program Mission:** St. Nicholas Catholic School's interscholastic athletic program is dedicated to the teachings of Jesus Christ as proposed by our holy father, the Pope. We base our program upon methods that provide our student athletes with opportunities to reach their highest potential with respect to good sportsmanship, Christian attitude, hard work, self-discipline, respect and self-confidence.

### **I. Formulating Team Rosters**

- A. Team rosters will be established with St. Nicholas School Students and parishioners. In the event that there are insufficient numbers, the Athletic Director, in consultation with the principal and coach, will decide whether to recruit outside players or cancel the team.
- B. In order to be listed on a roster, students must complete a registration form.
- C. Prior to the first practice, players must submit the following: 1) fees, 2) signed Athletic Policy, and 3) sports physical form
- D. Players moving up:
  - 1. Students can move up to play on a team above them when the team numbers warrant additional players.
  - 2. A player playing up may not start over a player at that level unless there is an injury, foul concerns, substitution needed, or other valid reason per coach's discretion.

### **II. Coaches:**

- A. Anyone interested in coaching should contact the Athletic Director by May 1st, prior to the new athletic season. If more than two coaches express interest in coaching, the Athletic Director and Principal will decide the coaches. If no one formally applies, the Athletic Director will contact people to coach.
- B. Guidelines for coaches:
  - 1. All coaches must have completed the Safe and Sacred program and have a certificate on file.
  - 2. Represent St. Nicholas School and Church.
  - 3. Exhibit good sportsmanship.
  - 4. Be a positive role model for the student athletes.
  - 5. If a coach receives a second technical in one season, he/she must conference with the Principal.
  - 6. Avoid scheduling Sunday practices.
  - 7. Schedule practice/play games a maximum of 4 nights a week.

### **III. Player:**

- A. **Sportsmanship/Language/Conduct:** Student athletes must exhibit good sportsmanship both in and out of competition. They are to show respect for all opponents, officials, coaches, players, teachers, administration and other people with whom they may come into contact. Student athletes are expected to adhere to all school rules and regulations. Failure to comply with school and individual classroom rules and regulations will result in disciplinary action deemed necessary by the athletic department, coach, or building administration. Any actions or behavior by student athletes judged inappropriate by coaches, teachers, or school administrators may result in disciplinary action on an individual basis as they see fit.
- B. A student must maintain passing grades of 70% or above in all subjects.

- C. A student must be in attendance at the end of the school day in order to participate (any exceptions must be approved by the Athletic Director).
- D. Practice attire will consist of t-shirt and basketball style shorts. Modest dress is expected.
- E. All basketball players and cheerleaders must come to all games dressed in school uniform (tan or navy pants and warm-up team shirt). The 7th grade students will change back into school uniforms for the 8th grade game.
- F. Game play time is a coach's discretion and is to be determined based upon a player's skill level achievement, honoring commitments to the team effort, maintaining eligibility status, etc.
- G. **Ineligibility:** Durations of ineligibility will be established in order to assist the student in formulating proper expectations and behaviors. During the time of ineligibility players are to attend practice and sit on the team bench in school uniform.
  - 1. Receiving a detention as documented on the Behavior Log will result in the next game ineligibility.
  - 2. Any midterm or report card grade below 70% will result in ineligibility for 2-weeks. Eligibility will be reinstated if the grade is brought up to passing.
  - 3. If a player receives an unsportsmanlike technical in a game, they must sit out the next game.
  - 4. If a player is ejected from a game, continued participation as a part of the team will be determined by the Athletic Director.

#### **IV. Parents**

- A. All parents of athletes need to help in some way: set-up, clean-up, books, scoreboard, uniforms, door, concessions, or coach. Assuming roles associated with the games appears to be the most effective way to support the athletic program.
- B. Demonstrate good sportsmanship and be respectful fans. Avoid negative and sarcastic comments.
- C. Refrain from complaining to the referees/coaches, and/or about the referees/coaches.
- D. Be positive and supportive of our coaches. Protocol for addressing concerns:
  - 1. Communicate with coaches first at a convenient time, never right before or directly after a game; preferably by phone, email, or schedule a meeting.
  - 2. If concerns persist, communicate with the Athletic Director.
  - 3. If concerns persist, communicate with the Principal.
  - 4. If concerns persist, communicate with the Pastor.

#### **V. During the Games Safety:**

- A. For safety reasons, preschool age children will not be allowed in the cafeteria.
- B. No one will be permitted to bring a personal basketball in to the gym.
- C. No one, other than the team, will be allowed to be on the court during the games (unless there is an organized contest).
- D. Fans are not permitted to play basketball after the games, until all clean-up is completed.
- E. Basement use is for restrooms only and opposing teams. Therefore, playing in the basement during the games is prohibited.
- F. No one other than the players and designated adults may be in the locker rooms/dressing rooms before, during, and after game time.

## **Developing Discipleship of Jesus Christ through Behavior Management**

### **Playground Rules:**

1. Food is not allowed on the playground
2. Stay in designated areas
3. Ask teacher on duty for permission to go to the restroom or for a drink
4. Students are not permitted in the classroom during lunch recess
5. Play showing good sportsmanship
6. Stay off stairs and rails
7. Line up as soon as the bell rings

### **Cafeteria Rules**

1. Use your inside voice
2. Use appropriate lunch manners in the cafeteria.
3. Remain seated until the teacher on recess duty arrives
4. Follow dismissal procedures as given by the teacher on duty.

**Book Fines:** Each student is responsible for the care of books that are rented. Normal wear and tear is expected. However, if a book is damaged, payment to replace the book will be levied.

**Cell Phones:** During the school day, it is not necessary for students to need the use of a cell phone or pager. If it is absolutely necessary for students to have them for after school activities, they must keep them in their book bags during the school day. It is only under the teacher's directives and supervision that this rule is to be overridden. Violating this rule is subject to being confiscated and a parent must be called and pick up the item at school. If any device is lost, broken or stolen it is not the responsibility of the school.

## **Uniting Parents and School Concerning Specific Social Issues**

**Respecting Persons:** The good name, reputation, and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in: any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principals of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone iPad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

[Click here to see the complete Anti-Bullying Archdiocesan Policy.](#)

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, and where no student shall be subjected to

bullying, intimidation or harassment. Such an environment is expected in all aspects of school life, including extra-curricular and co-curricular activities and programs.

**Bullying** is defined as intentional, unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes but is not limited to: actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group. Bullying may be categorized in four groups: verbal, social/relational, physical and electronic/cyber (adapted from [StopBullying.gov](http://StopBullying.gov)) and is aligned with the [IN Department of Education Guidance](#).

### **Establishing an Anti-Bullying Environment**

The St. Nicholas Staff are responsible for implementing the archdiocesan anti-bullying policy, for implementing and continually monitoring, assessing, and improving appropriate anti-bullying plans and for collaborating with parents in supporting the formation of all learners and for ensuring a safe, positive, and productive educational environment for all learners. This includes incidents or situations that occur outside of school but have a direct impact on students, students, and/or the overall climate and culture of the school. Any actions that are perceived as of a bullying nature should be reported to a staff for proper follow-up and reporting.

### **Consequences for Unacceptable Behavior**

It will be explained to the student who displays unacceptable behavior the proper behavior to display. Categories of proper behavior to be documented are: conduct, dress, code, and late/missing assignments. This is the student's chance to display the proper behavior without parent notification. Parents will be notified if misbehavior persists using a Behavior Log in which their signature on the form will support a united approach in behavior management This documentation will include:

1. warning
2. loss of Dress-Down Privilege
3. detention: noon-time or after school as assigned by the teacher
4. conference with the principal

The severity of the offense may dictate a by-pass to step 4. Behavior Logs are monitored monthly. This documentation will be used to support the following grade card behavior assessments: Successful Learner Traits: M = Meets expectations N = Needs improvement

### **Seclusion and Restraint**

St. Nicholas School/Archdiocese of Indianapolis believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited nonpublic school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion and restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purpose of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger or physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (i.e. disrespect, noncompliance, insubordination, out of seat), or as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

### **Suspension and Expulsion**

Students and parents must be aware that certain acts could lead to long term suspension and/or expulsion. Suspension will result in an "unsatisfactory" under Successful Learning Traits. Missing school due to disciplinary reasons is considered an excused absence. Students are still responsible to make-up homework, projects, tests, and etc. due on these days. Partial credit will be given at the discretion of the teacher.

The following acts are considered to be serious and therefore may result in suspension or expulsion:

- Extreme vandalism or destroying of school and church property, or property belonging to others.
- Bringing to school any implement with the intent to frighten or cause danger to the student or others.
- Leaving school grounds without permission.
- Behaving in such a manner as to cause serious injury to another person.
- Deliberate and intentional profanity.
- Criticism and severe disrespect, in verbal and/or written of school personnel or students.
- Threats, harassments and bullying, physical, verbal, written or sent. This includes deliberate shunning of students, which is a form of bullying.
- Sexual misconduct, including harassment, verbal, physical, written or sent.
- Stealing of school property or property of others.
- Possession, use, or sale of controlled substances or drugs, including alcohol and Tobacco.
- Possession of any weapon on school or church property.
- Any other incident deemed to be extremely serious by the school

Students involved in any of the above activities may also be recommended for counseling in order to help overcome any problems that may have been a contributing factor to the activity. In some cases, counseling may be a requirement for continued enrollment. Students and parents must be aware that some activities may be cause for involvement of legal authorities.

## Health and Safety Guidelines

Students, should they become ill or injured at school, will be cared for by the school staff and given immediate first aid attention. If, in the judgement of the principal, school office staff, or teacher, the student needs further care or needs to return home, the parent or guardian will be contacted. You will be called and asked to pick up your child for the following ailments:

**Chicken Pox** - If your child breaks out with chicken pox your child may return to school 24 hours after lesions are crusted over and he/she is fever free.

**Diarrhea** - if not a chronic issue

**Fever** - If your child has a temperature > 100 degrees. Your child must be fever free for 24 hours before returning to school.

**Lice** - If your child is found to have lice or nits (eggs). They may return to school after he/she has been treated with lice killing shampoo, nits are combed out and you find no lice or nits. Upon returning to school, your child should report to the main office to be checked.

**Pink eye/Conjunctivitis** - If your child has exudates (pus) coming from the eye and the eye is matted. He/she may return to school after being on antibiotics drops for 24 hours.

**Rashes** - If your child has a rash that cannot be identified. You will need to take your child for a medical diagnosis of a non-contagious rash or when the rash is gone.

**Strep Throat** - If your child has a sore throat and tonsils are red and swollen with exudates (pus). Your child may return to school after being on antibiotics for 24 hours.

**Ticks** - If your child has a tick, it will be removed at school and a note will be sent home. You will not have to take your child home.

## Guidelines for Seasonal Flu/H1N1 Flu

Practice good hand hygiene. Students and staff members should wash hands often with soap and water, especially after coughing or sneezing.

Alcohol-based hand cleaners are also effective.

Practice respiratory etiquette. It's important to cover your mouth and nose with a tissue when coughing or sneezing or use your elbow or shoulder, NOT into your hands.

Stay home if you are sick. Keep sick students home means that they keep their viruses to themselves rather than sharing them with others.

## Medication

State law restricts the dispensing of medication to students by teachers and other school personnel without written parental permission. According to law, "medication" refers not only to prescription drugs but also to over the counter medication such as Tylenol or cough syrup. For school officials to give students Tylenol or other necessary medications we must have written instructions from the doctor for prescriptions and written permission or authorization from the parents or guardians for other medications. Please send a note if your child is on medication. Any medication is to be brought to the office in its original container to be dispensed at the appropriate time

## Lunch

Lunches are to be paid in advance by cash or with a check on Monday or the first day in attendance for the given week. Families that demonstrate difficulty in paying their weekly lunch payment will be informed to pay by the month. Paying by the month would assist in maintaining accurate lunch accounts. The number of school days for each month is provided below:

Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
17	20	16	20	16	21	19	12	21	18

Student lunch - **\$2.60**      Reduced lunch - **\$.40/day**      Milk - **\$.30/day**      Adult lunch - **\$3.10**

Students can have a half of a PBJ with entree. If a child does not get the main entree they may have a whole PBJ and still get a half PBJ extra. They may not have more than that unless there is more left at the last lunch period. Extra fruits and vegetables are available at no cost.

Extra entree - **\$.60**

Extra milk - **\$.30**

**Federal Lunch Program:** If you believe that your family may qualify, please fill out the application for Free and Reduced Lunch and return it to the school office.

**Special diet/allergies:** A written statement from a medical doctor must be on file so that we can support your special needs.

## Safety Drills

Safety drills to evacuate the buildings in case of fire or tornadoes are practiced regularly. Students are instructed what to do and where to go should such an emergency arise.

## Verification of Reading St. Nicholas Parent/Student Handbook, 2017-2018

You can access the Parent/Student Handbook on-line at [school.stnicholas-sunman.org](http://school.stnicholas-sunman.org)

Our signatures verify that we have read the Student/Parent Handbook for St. Nicholas Catholic School. We are aware of the rules and policies of the school and will our part to uphold and support them. As parents, we will also uphold the Parent Code of Ethics and assist our children in supporting them as well. We understand that failure to do so may result in the requested removal of our children from St. Nicholas Catholic School. If any changes occur, I will also abide by them.

Please sign and return this page to St. Nicholas School Office by Monday, August 14, 2017.

\_\_\_\_\_ By checking this box, you are requesting a hard copy version of the Parent/Student Handbook. The Handbook will be provided, along with a new *Verification of Reading St. Nicholas Parent/Student Handbook, 2017-18*

---

Father/Guardian Signature

---

Mother/Guardian Signature

Student(s) Signature(s):

---

---

---

---