

Family Handbook

2023-2024



St. Nicholas School

6459 E St. Nicholas Drive

Sunman, IN 47041

812-623-2348

school.stnicholas-sunman.org

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St. Nicholas School Staff Directory 2022-23

Pastor	Father Shaun Whittington	pastor@stnicholas-sunman.org
Principal	Eric Feller	principal@stnicholas-sunman.org
Office Manager	Lisa Weisbrod	schooloffice@stnicholas-sunman.org
Food Service Director	Lauren Lonaker	schooloffice@stnicholas-sunman.org
Preschool Director	Alex Johnson	preschool@stnicholas-sunman.org
Preschool Assistants	Kim Ertel and Jeanine Garvey	
Kindergarten Teacher	Mary Bedel	kindergarten@stnicholas-sunman.org
Kindergarten Enrichment	Hollye Newmann	h.newmann@stnicholas-sunman.org
Kindergarten Aide	Michelle Hoff	kindergarten@stnicholas-sunman.org
1st Grade Teacher	Jona Dierckman	grade1@stnicholas-sunman.org
2nd Grade Teacher	Jennifer Schutte	grade2@stnicholas-sunman.org
3rd Grade Teacher	Mary Jo Reer	grade3@stnicholas-sunman.org
4th Grade Teacher	Beth Schwering	grade4@stnicholas-sunman.org
5th Grade Teacher	Leslie Baker	grade5@stnicholas-sunman.org
6th Grade Teacher	Amy Beam	grade6@stnicholas-sunman.org
7th Grade Teacher	Kindra Maple	grade7@stnicholas-sunman.org
8th Grade Teacher	Elizabeth Vollmer	grade8@stnicholas-sunman.org
Cafeteria Manager	Katherine Gehring	cafeteria@stnicholas-sunman.org
School Safety Officer	Wakenda Doles	
Tech Support	Kaylee Pantoja	techsupport@stnicholas-sunman.org
Athletic Director	Eric Feller	athletics@stnicholas-sunman.org
Physical Education Teacher	Laraine Kraus	pe@stnicholas-sunman.org
Music Teacher	Natalie Calvino	music@stnicholas-sunman.org
Librarian(s)	Mandy Wilson, Sara Yunger, Rebecca Fanning	library@stnicholas-sunman.org
Art Teacher(s)	Jeanine Garvey, Elise Fahringer, Samantha Hartman	art@stnicholas-sunman.org
Maker Space	Michele Sohmer	m.sohmer@stnicholas-sunman.org
Maintenance	Ken Hountz	facilities@stnicholas-sunman.org

Dear Students and Families,

Welcome to the 2023-2024 school year! As we begin the new school year, I'm reminded of Paul's quote "*Be watchful, stand firm in the faith, act like men, be strong.*" In this quote, Paul is not literally telling everyone to act like a man but for everyone to grow and mature in their faith in Christ. I'm looking forward to challenging our young students to stand firm in their faith in these ever-changing times.

Coincidentally, St. Nicholas is continuing to mature as a school as well. We are on the verge of campaigning for Phase II of the Heritage Project. On top of that, we have added a new security system which includes new cameras and radios on campus! We also hope to officially start a Robotics team to compete this year as we move throughout the year!

Obviously, we will continue our old traditions throughout the year as we change and grow as a school. Thank you for choosing St. Nicholas School for your child's education. We are truly honored and blessed to be a part of their life.

Peace and Blessings,

Eric Feller, Principal

2023-2024 Saint Nicholas School Calendar

August 7th	Back to School Night; 6:00pm
August 7th-8th	Teacher In-Service Days
August 9th	First Student Day
August 23rd	12:40 Early Dismissal, No Afternoon Milan Bus Service
September 4th	Labor Day - No School
September 8th	Grandparents Day
September 20th	12:40 Early Dismissal, No Afternoon Milan Bus Service
October 4th-5th	Parent-Teacher Conferences
October 4th	Early Dismissal Due to Parent Teacher Conferences
October 6th	End of 1 st Quarter Grading Period (42 student days)
October 9th - 13th	Fall Break - No School
October 18th	12:40 Early Dismissal, No Afternoon Milan Bus Service
November 22nd-24th	Thanksgiving Vacation - No School (11/22 Possible Make-Up)
December 13th	12:40 Early Dismissal, No Afternoon Milan Bus Service
December 21st	End of 2nd Quarter (46 Student Days); End of 1st Semester (88 Student Days)
December 22nd - January 3rd	Christmas Vacation
January 3rd, 2024	Teacher Records Day
January 4th	Classes Resume After Christmas Vacation
January 17th	12:40 Early Dismissal, No Afternoon Milan Bus Service
February 12th	NO SCHOOL - Super Bowl Monday (Possible Make-Up Day)
February 14th	12:40 Early Dismissal, No Afternoon Milan Bus Service
March 13th	End of 3 rd Quarter Grading Period (49 student days)
March 14th - 22nd	Spring Break - No School
April 1st	NO SCHOOL - Easter Monday
April 8th	12:40 Early Dismissal, NO BUS SERVICE
May 23rd	Last Student Day
May 23rd	End of 4 th Quarter Grading Period (43 student days) End of 2nd Semester (92 student days); End of School Year (180 Days)
May 24th	Teacher Record Day

Mission Statement

St. Nicholas School is building Saints and Scholars one child at a time.

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.

Core Values

Charity, Respect, Nurture

Official Colors

Royal Blue and White

Admissions

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, 2023. A copy of the child's birth certificate is required.

Saint Nicholas School will be an open enrollment PreK - 8th grade school for Catholic students whose families are practicing Catholic families. The maximum enrollment for the K-8 school will be 220 students. A maximum enrollment of 24 students per grade level will be allowed, unless more than 24 students who are parishioners of St. Nicholas enroll in the Tiny Saints into Kindergarten. There will also be three exceptions: 1) If a parishioner in good standing enrolls in a class with 24 or more students and 2) A child of a newly hired Saint Nicholas employee decides to enroll. 3) A student enrolling from another Catholic school that was still in 'Good Standing' from their previous school.

Students in categories 3 through 7 listed below will be required to participate in a personal interview to assist determination of acceptance of the student. The interviews will be used as a part of the evaluation process to determine qualifications of students not currently enrolled in another Catholic school or parish. The Interview committee consists of the following personnel: Principal, At Least One Teacher From Grade Cluster, And/Or another Faculty Member. The Pastor may be part of the committee in certain situations.

Student applicants in categories 3 through 7 will be evaluated based upon both the completion of the application form, their transcripts, and the results of the individual student interview. Final admission decisions for students in categories 3 through 7 will be made after family interviews. A weighted priority will be given to students who have siblings who are current students at Saint Nicholas or who are graduates of Saint Nicholas. Saint Nicholas must have written documentation of a disability prior to formal admission. This documentation must include the current IEP/ISP and a current battery of testing that includes the student's diagnosis.

Admission Criteria for Incoming Students to St. Nicholas

1. A Catholic student whose family who are active parishioners will be guaranteed admission. In order to guarantee admission, families must meet all application and registration deadlines. (**Active Parishioners:** Parishioners who exceed 50% of weekly collections are considered Active. A non-Active parishioner of Saint Nicholas will drop to category 3 for Admission Criteria)
2. A student who is a child of a Saint Nicholas faculty or staff member.
3. A Catholic student whose family is a participating member in a Catholic parish who is transferring from a Catholic school and is currently in 'good standing' with the previous Catholic school.
4. A Catholic student whose family is a participating member in a Catholic parish who is transferring from non-Catholic school.
5. A non-Catholic student who successfully completed two previous years at a Catholic school.
6. A non-Catholic student who successfully completed the previous school year at a Catholic grade school.
7. A non-Catholic student who successfully completed the previous year at a non-Catholic school.

Saint Nicholas School Post Admission Requirements

1. Students must possess independent mobility– must move from one class to another, including physical education and lunch. If a student needs help, the family must provide their own service to help the student throughout the school campus.
3. Students must maintain appropriate personal hygiene. – must be able to care for personal restroom needs.
4. Student must be able to follow the Saint Nicholas School discipline code.
5. Students must participate in Catholic religious activities while at school. – must attend scheduled school Masses and seasonal liturgical services – must participate in religion classes when deemed appropriate.
6. Saint Nicholas School reserves the right to decline admittance to any student for whom we feel we cannot adequately provide a program.
7. All transfer students will be evaluated after each academic quarter up for review. Saint Nicholas reserves the right to disqualify or expel a transfer student that is not meeting the expectations of Saint Nicholas School
8. All transfer families will be placed with a mentor family from Saint Nicholas to provide for a successful transition for new Saint Nicholas students and families.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at SCHOOL. The recommendation and decision of the school is final. If after admission, the educational and/or behavioral needs of a student exceeds what would be considered reasonable, the student may need to be separated from SCHOOL. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from SCHOOL is made by the school, the student's tuition due would be prorated..

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 Parish program on file in the school office and have a background check. In accordance with Safe Parish 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.. 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.
- 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.

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: 7:30 am – 3:30 pm. (*A Message can be left if no one answers.*)

Phone calls: 812-623-2348.

E-mail addresses: schooloffice@stnicholas-sunman.org, 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 via FlockNote every Friday. Families without internet connection can request a paper copy sent home. It is also posted on our school website: school under Forms/Documents.

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; NO leggings or jeggings

Belts:

- Black, brown, or navy with buckle must always be worn in grades 4 and up.

Shorts/Capri pants:

- May be worn from the first day of school until Fall Break/After Spring Break until end of school year.
- Properly fitting plain or cargo, solid navy or tan must extend below the mid-thigh while standing erect. Shorts must have at least an 8" inseam.

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 always be solid white and tucked in

Sweaters/Sweatshirts

- Sweaters and fleece must be plain, pullover, cardigan, quarter zip, or vests in gray, royal blue, or navy
- Uniform shirt must always be worn underneath

Socks/Tights:

- appropriate socks must always be worn; or solid white, black, or navy tights

Jewelry:

- All jewelry must be in good taste and age-appropriate for a school environment
- Cannot interfere with learning or be a distraction

Shoes

- Gym shoes, dress shoes, and clean boots are acceptable; gym shoes must be worn to PE.

Hair:

- Must be neat, clean, and groomed in a style suitable for the school environment
- Girls: it must be kept out of face and eyes
- Boys: it must be cut above the eyebrow and off the collar
- Altering hair color or distracting hairstyles (TBD by the principal) are 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 extracurricular activities)
- Tattoos, including temporary, are not permitted
- Modest nail polish may be worn 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

Students may wear school uniform bottoms with a school spirit 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.
- Eight (8) inch or longer inseam on shorts, includes plaid, athletic, jean, or cargo (if during time allowed), no holes in clothing
- 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 school 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. If demonstrating any signs of illness, please keep him/her home to determine the type of illness they have. Arrangements will be made with the teacher/principal to best help that child stay current on academics. Several options will be available depending on the severity of the illness.

Transportation: Children transported to and from school by car must be promptly picked up by 3:00 p.m.
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 buses are quite crowded and they cannot accommodate students changing buses.

Inclement Weather and Emergency Closing of School

Generally, St. Nicholas follows the closing procedures for the Sunman-Dearborn School Corporation, but reserves the right to make independent decisions based on the needs of our school. 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. – 8:00 a.m.	Car rider student arrival
7:50 a.m.	Bus drop off
8:05 a.m.	Tardy “bell” and Mass begins
2:30 p.m.	Milan Bus dismissal
2:35 p.m.	Sunman bus #3 dismissal
2:40 p.m.(after 2 nd bus)	ALL Car rider dismissal (if you require an earlier dismissal, arrangements must be made with the office and student must be signed out).
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) 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. ALL ABSENCES MUST INCLUDE A REASON FOR THE ABSENCE. Absences are counted as a full day, or half days when more than 90 minutes the 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 and (Students who miss due to illness are not permitted to attend athletic events for that day.)
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. Teachers are not required to give any work ahead of time.

NOTE – if sick for three or more consecutive days, a doctor’s note must accompany a student’s return to school.
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 is 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: All absences will be treated on an individual basis. Students are permitted ten days of excused absences with a parent note. Anything beyond the ten days requires a doctor’s note in order to receive credit for missed work. A letter will be sent home after the 5th, 8th, and 10th absence. An attendance contract may be assigned with the parent and student presented the signed contract. Exceptions to the rule are:

1. Any absences related to a death in the immediate family. “Immediate family” is defined as the mother, father, grandparent, sibling, or legal relative of similar nature who resides in the same house as the student.
2. Student is participating in a school sponsored field trip or athletic activity.

If any child is absent more than 30 days, retention will be considered.

Perfect Attendance: Any child who attends all 180 days will be awarded “Perfect Attendance.” The following reasons will not be held against student:

3. Any absences related to a death in the immediate family. “Immediate family” is defined as the mother, father, grandparent, sibling, or legal relative of similar nature who resides in the same house as the student.
4. Student is participating in a school sponsored field trip or athletic activity.

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, and physical education. We follow the Archdioceses of Indianapolis curriculum guide and the Indiana State Standards for each grade.

School Improvement Goals

Mission and Catholic Identity Goal - We will integrate faith, culture and Catholic life into our weekly curriculum in all subjects three out of four weeks each month.

Academic Excellence Goals -

- 1) All students will be proficient in Language Arts, mastering (85%) grade-level proficiency, determined by assessments based upon the Indiana Academic Standards by the end of the school year.
- 2) All students will be proficient in Math, mastering (85%) grade-level proficiency, determined by assessments based upon the Indiana Academic Standards by the end of the school year.

Operational Vitality Goal - The Pastor, principal, teachers/staff, and Education Commission will work in a collaborative process of decision making to address and prioritize the needs of the school with focus on growing enrollment.

Traditional Grading System for Grades 5-8:	A	93 - 100
	B	86 - 92
	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 (Power School).

Report Cards: Each nine weeks the school will send home Report Cards with the student. 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.

NOTE – Final report card will be sent home only if all financial obligations have been met, including but not limited to, books and fees, lunch accounts, library rentals, and field trip fees.

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 can be 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. If you feel your child is spending too much time on his/her homework each night, please reach out to your child’s teacher.

Late Homework: Grade penalty will be at teacher’s discretion. Additionally, the student may be made to complete it the next day during the school day at a time determined by the teacher. In most cases, seatwork not completed in school is assigned and must be completed at home and turned in the next day. Communication with the parent will take place in some form.

Papers are sent home periodically throughout the week. Please establish a routine with your child so you are current and informed.

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

Requirements: All families are required to Volunteer 20 hours per school year. All 6th, 7th, and 8th graders will be required to volunteer 10 hours per year and those can be counted toward the family hours.

Special Events: Opportunities for parents and others to become directly involved with the children's school experience include: classroom helpers, athletics, After school Clubs, Open House, Catholic Schools Week, Field Day, and various convocations.

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 Spirit 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.

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 (must be store bought and in individual wrappers) 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 and not distributed at school unless the entire class is being invited.

Extra-Curricular Activities

Academic Meets: Students in grades 5 and 6 can participate in an academic meet. The meet is sponsored by the Batesville Deanery and Oldenburg Academy, 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.

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 may be accepted. For safety measures siblings are not allowed to attend field trips.

NOTE: Parents driving on field trips must have a copy of license and insurance in the office along. They must also pass the Safe Parish training.

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/or parishioners. In the event that there are insufficient numbers, the Athletic Director, in consultation with the Principal and Head 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, and 2) a sports physical form. Additionally, this handbook acknowledgement page must be signed and on file.
- D. Students can move up to play on a team above them when the team numbers warrant additional players or due to insufficient numbers in a particular grade. Lower grade team members will earn playing time the same as those in the actual grade. The exception would be bringing up players for a tournament. Those players should be considered substitutes.

II. Coaches:

- A. Anyone interested in coaching should contact the Athletic Director 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 present at school the entire day in order to participate (any exceptions must be approved by the Athletic Director or principal; medical appointments are automatically excused).
- D. Practice attire will consist of t-shirt and basketball style shorts. Modest dress is expected.
- E. All athletes and cheerleaders must come to all games dressed in school uniform or that team's warm-up attire. (tan or navy pants and warm-up team shirt). If an athlete is not playing in the current game, they must be in school uniform or their warm-up.
- 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. However, communication must be made with parents if a student does not have playing time in all halves/periods/sets.
- 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. A player must attend at least 4 practices 3 weeks prior to the team's first game for volleyball
 - 3. A player must attend 5 practices in 3 weeks prior to the team's first basketball game.
 - 4. Archery students must compete in contests if they go to practice.
 - 5. 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.
 - 6. If a player receives an unsportsmanlike technical in a game, they must sit out the next game.
 - 7. If a player is ejected from a game, continued participation as a part of the team will be determined by the Athletic Director and Principal.

IV. Parents/Families

- 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. The athletic director has the option of assigning duties or allowing a sign-up method.
- B. Demonstrate good sportsmanship and be respectful to 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. Please wait until the next day to communicate with the coach 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:

1. All Home games will be played at Oldenburg Academy.
2. No one other than the players and designated adults may be in the locker rooms/dressing rooms before, during, and after game time.
3. No students shall be allowed on the court during quarter and halftime breaks due to safety concerns.

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 without a teacher
5. Play showing good sportsmanship
6. Stay off stairs and rails
7. Line up as soon as the “bell rings”
8. No trading cards of any kind will be allowed at recess.

Cafeteria Rules

1. Use your inside voice
2. Use appropriate lunch manners in the cafeteria
3. There is to be no sharing of food
4. Stay in assigned seat
5. Restroom breaks during lunch will be for emergencies only
6. Clean up your area before leaving
7. Remain seated until the teacher on recess duty arrives
8. 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 or lost, payment to replace the book will be levied.

Chromebooks – Each student is responsible for the care of their assigned Chromebook. If it is lost or damaged, the family will be financially responsible for the repair or replacement of the device.

Cell Phones: During the school day, it is not necessary for students to need the use of Smart Phones and Smart Watches. If it is 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](#)) 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.

DISCIPLINE POLICY

Grades K-3 will handle Discipline at discretion of each individual classroom teacher.

Grades 4-8 Will use the Discipline Policy Below

Category 1 Violations: (1 Conduct Point for Each; Lunch Detention)

Uniform

Eating Candy/Gum

Tardies

Any Unexcused Absence

Littering

Failure to follow established teacher, handbook, school, & classroom expectations not covered in CATEGORY 1 VIOLATIONS.

Category 2 Violations (2 Conduct Points for Each; Afterschool Detention)

Failure to tell truth/deception

Use of personal electronic devices

Cheating/Copying

Inappropriate Language, Gestures

Throwing Objects

Category 3 Violations (3 Conduct Points; Immediately Sent to Principal; Friday School)

Behavior or language deemed to be offensive or harassing to other students

Willful defiance

Disrespect toward any Faculty or Staff Member at St. Nicholas

Bullying as defined by handbook above

Inappropriate use of Electronic Devices

Fighting

Stealing

****Note: Any action during Church, Specials, Substitute Teachers, and Cafeteria staff will be doubled***

Citizenship Grades

0-1 Point = Outstanding

2-5 Points = Satisfactory

6-9 Points = Needs Improvement

>10 = Unsatisfactory (Conference with Parent(s), Principal, and 1 teacher will be set to discuss improvement plan.)

Once 10 Points are reached, a Friday school will be served. Possible suspension from extracurricular activities.

15 Points = 1 day In-School Suspension

20 points = 1-3 day Out-of-School Suspension; Conference set up with Principal, Pastor, Parent(s), and 1 teacher to discuss possible expulsion.

Friday Schools will be served until 4:30

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, 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.
 - If a student is found in the possession of alcohol or tobacco, local authorities will be notified and appropriate actions will be taken, including but not limited to possible fines and detention.
- 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 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 authority.

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 ensure 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 the 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.

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 go 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 chickenpox 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 unless otherwise documented by a physician.

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. St. Nicholas reserves the right to periodically check your child if they have Lice. This includes their siblings or classmates to prevent further spread in the future.

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 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.

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

St. Nicholas School adheres to the Federal guidelines for school lunches. We update our Wellness Policy annually, which can be viewed on the school website.

Lunches are to be paid in advance by cash, check on online via OSV online giving 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. Families that continue to display difficulty in paying monthly lunch fees will schedule a meeting with the principal to formulate an action plan.

Student lunch - **\$3.00** Reduced lunch - **\$.40/day** Milk - **\$.50/each**

Adult lunch - **\$3.50**

If a child does not get the main entree they may choose a PBJ. Extra fruits and vegetables are available at no cost.

Extra entree - **\$1.25**

Extra milk - **\$.50**

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, tornadoes, or armed intruders are practiced regularly. Students are instructed what to do and where to go should such an emergency arise.



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

ARCHDIOCESAN "MISSION" POLICY

Policy Statement

The language below is to be shared with families when enrolling to ensure that they understand the benefits of Catholic education and formation and to encourage all to embrace the mission. The language is to be placed in the Parent/Student Handbook and a signature of each parent/guardian is required, acknowledging that they have read and understand what it means to be a part of a Catholic school.

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

Dated on this 28th day of May, 2020.

+ Charles C. Thomson
Most Reverend Charles E. Thomson, D.D.

Archbishop of Indianapolis

Annette "Mickey" Lentz
Annette "Mickey" Lentz
Chancellor

Verification of Reading St. Nicholas Parent/Student Handbook, 2023-2024

You can access the Parent/Student Handbook on-line at 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 Wednesday, August 16th, 2023

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, 2023-2024*

Father/Guardian Signature

Mother/Guardian Signature

Student(s) Signature(s):
