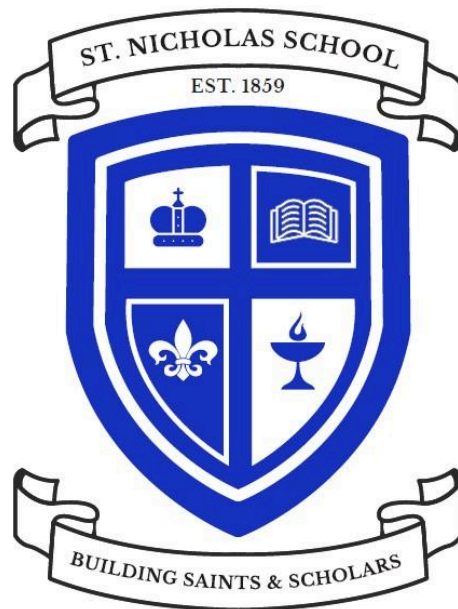


# St. Nicholas Family Handbook 2024-2025



## St. Nicholas School

6459 E St. Nicholas Drive

Sunman, IN 47041  
812-623-2348

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## St. Nicholas School Staff Directory 2024-2025

<b>Pastor</b>	<b>Father Shaun Whittington</b>	<b><a href="mailto:pastor@stnicholas-sunman.org">pastor@stnicholas-sunman.org</a></b>
<b>Principal</b>	<b>Eric Feller</b>	<b><a href="mailto:principal@stnicholas-sunman.org">principal@stnicholas-sunman.org</a></b>
<b>Office Manager</b>	<b>Lisa Weisbrod</b>	<b><a href="mailto:schooloffice@stnicholas-sunman.org">schooloffice@stnicholas-sunman.org</a></b>
<b>Food Service Director</b>	<b>Lauren Lonaker</b>	<b><a href="mailto:schooloffice@stnicholas-sunman.org">schooloffice@stnicholas-sunman.org</a></b>
<b>Preschool Director</b>	<b>Melanie Uhlarik</b>	<b><a href="mailto:preschool@stnicholas-sunman.org">preschool@stnicholas-sunman.org</a></b>
<b>Preschool Assistants</b>	<b>Kim Ertel</b>	<b><a href="mailto:k.ertel@stnicholas-sunman.org">k.ertel@stnicholas-sunman.org</a></b>
<b>Preschool Assistant</b>	<b>Mandy Wilson</b>	<b><a href="mailto:m.wilson@stnicholas-sunman.org">m.wilson@stnicholas-sunman.org</a></b>
<b>Kindergarten Teacher</b>	<b>Mary Bedel</b>	<b><a href="mailto:kindergarten@stnicholas-sunman.org">kindergarten@stnicholas-sunman.org</a></b>
<b>Kindergarten Enrichment</b>	<b>Michele Sohmer</b>	<b><a href="mailto:m.sohmer@stnicholas-sunman.org">m.sohmer@stnicholas-sunman.org</a></b>
<b>Kindergarten Aide</b>	<b>Michelle Hoff</b>	<b><a href="mailto:kindergarten@stnicholas-sunman.org">kindergarten@stnicholas-sunman.org</a></b>
<b>1st Grade Teacher</b>	<b>Jona Dierckman</b>	<b><a href="mailto:grade1@stnicholas-sunman.org">grade1@stnicholas-sunman.org</a></b>
<b>2nd Grade Teacher</b>	<b>Hollye Newmann</b>	<b><a href="mailto:grade2@stnicholas-sunman.org">grade2@stnicholas-sunman.org</a></b>
<b>3rd Grade Teacher</b>	<b>Mary Jo Reer</b>	<b><a href="mailto:grade3@stnicholas-sunman.org">grade3@stnicholas-sunman.org</a></b>
<b>4th Grade Teacher</b>	<b>Jennifer Schutte</b>	<b><a href="mailto:grade4@stnicholas-sunman.org">grade4@stnicholas-sunman.org</a></b>
<b>5th Grade Teacher</b>	<b>Leslie Baker</b>	<b><a href="mailto:grade5@stnicholas-sunman.org">grade5@stnicholas-sunman.org</a></b>
<b>6th Grade Teacher</b>	<b>Amy Beam</b>	<b><a href="mailto:grade6@stnicholas-sunman.org">grade6@stnicholas-sunman.org</a></b>
<b>7th Grade Teacher</b>	<b>Kindra Maple</b>	<b><a href="mailto:grade7@stnicholas-sunman.org">grade7@stnicholas-sunman.org</a></b>
<b>8th Grade Teacher</b>	<b>Elizabeth Vollmer</b>	<b><a href="mailto:grade8@stnicholas-sunman.org">grade8@stnicholas-sunman.org</a></b>
<b>STEM</b>	<b>Beth Schwering</b>	<b><a href="mailto:stem@stnicholas-sunman.org">stem@stnicholas-sunman.org</a></b>
<b>Operations Manager</b>	<b>Wakenda Doles</b>	<b><a href="mailto:safety@stnicholas-sunman.org">safety@stnicholas-sunman.org</a></b>
<b>Tech Support</b>	<b>Kaylee Pantoja</b>	<b><a href="mailto:techsupport@stnicholas-sunman.org">techsupport@stnicholas-sunman.org</a></b>
<b>Athletic Director</b>	<b>Eric Feller</b>	<b><a href="mailto:athletics@stnicholas-sunman.org">athletics@stnicholas-sunman.org</a></b>
<b>Physical Education Teacher</b>	<b>Laraine Kraus</b>	<b><a href="mailto:pe@stnicholas-sunman.org">pe@stnicholas-sunman.org</a></b>
<b>Music Teacher</b>	<b>Mandy Wilson</b>	<b><a href="mailto:music@stnicholas-sunman.org">music@stnicholas-sunman.org</a></b>

<b>Librarian(s)</b>	<b>Sara Yunger</b>	<b>library@stnicholas-sunman.org</b>
<b>Art Teacher(s)</b>	<b>Krissy Moore, Samantha Hartman</b>	<b>art@stnicholas-sunman.org</b>
<b>Maintenance</b>	<b>Ken Hountz</b>	<b>facilities@stnicholas-sunman.org</b>

Dear Students and Families,

Welcome to the 2024-2025 School year! As we embark on a new journey, it is a very exciting and important time here at St. Nicholas School. We will begin Phase II of the Heritage Project which has been a dream come true for many. Many of you know what the campus was like when I was here in 2010 and it will soon be unrecognizable from what it once looked like 15 years ago.

St. Nicholas School is growing and with that growth we will go through changes. We have a school of over 200 students from PreK-8. We have added a full-time staff position to provide our students with a better STEM education. We will now be back to pre-pandemic levels when it comes to Volunteer hours. We will also introduce formal days for holy days and all First Fridays. We will eventually have to deal with construction and the changes in procedures.

But what will always remain a constant here at St. Nicholas is our strong Catholic Identity. We are a very proud Parish and School. Our mission statement reads that we're "building Saints and Scholars" and there's a reason 'Saints' is listed first. We are committed to developing a strong moral base for your children as they become young adults in this ever-changing world.

We're also building scholars too at St. Nicholas! We're one of the best schools in the Archdiocese when it comes to Academics. Our staff is not only experienced, but incredibly professional, hard-working, and talented. Our students are very fortunate to be blessed with such a caring and warm-hearted environment here at St. Nicholas.

In closing, it is a great time to be a part of this school and parish. We have hit our stride and we continue to grow rapidly in many different ways. We are happy to have your family and children in our school and we look forward to a wonderful school year.

God Bless,

Mr. Feller

# 2024-2025 Saint Nicholas School Calendar

<b>August 5th</b>	Back to School Night; 6:00pm
<b>August 5th-6th</b>	Teacher In-Service Days
<b>August 7th</b>	First Student Day
<b>September 2nd</b>	Labor Day - No School
<b>August 30th</b>	Grandparents Day
<b>October 4th</b>	End of 1 <sup>st</sup> Quarter Grading Period (42 student days)
<b>October 7th-8th</b>	Parent-Teacher Conferences
<b>October 9th - 11th</b>	Fall Break - No School
<b>November 27th-29th</b>	Thanksgiving Vacation - No School
<b>December 21st</b>	End of 2nd Quarter (49 Student Days); End of 1st Semester (91 Student Days)
<b>December 21st - Jan. 3rd</b>	Christmas Vacation
<b>January 3rd, 2025</b>	Teacher Records Day
<b>January 6th</b>	Classes Resume After Christmas Vacation
<b>January 20th</b>	No School -MLK Day - (Possible Make Up Day)
<b>February 10th</b>	NO SCHOOL - Super Bowl Monday (Possible Make-Up Day)
<b>February 12th</b>	Early Dismissal - Teacher Training
<b>March 14th</b>	End of 3 <sup>rd</sup> Quarter Grading Period (48 student days)
<b>March 20th-21st</b>	Spring Break (Possible Make-Up Days)
<b>March 20th - March 30th</b>	Spring Break - No School
<b>April 21st</b>	NO SCHOOL - Easter Monday
<b>May 22th</b>	Last Student Day (End of 4th Quarter 21 days)
<b>May 23rd</b>	Possible Make-Up Day; 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, 2024. A copy of the child's birth certificate is required.

Saint Nicholas School will be an open enrollment Kindergarten - 8th grade school for Catholic students whose families are practicing Catholic families. Any new student who wants to enroll at St. Nicholas may be asked to take an academic screener to determine placement of child.

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. Students 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](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 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;
- Slacks must be minimum of "boot cut" and/or straight leg in diameter around the lower leg and may not be worn in a manner that hugs the complete contour of the lower body.

### 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 at least 2 inches above knee. 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 at least 2 inches above knee while kneeling.

### Shirts:

- Plain, polo,-turtleneck in solid white, light blue, or navy, with long or short sleeve
- Undershirts must always be solid white, light blue, or navy 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 (Up to Principal discretion)

**Shoes**

- Gym shoes, dress shoes, and clean boots are acceptable; gym shoes must be worn to PE.
- No Open toed shoes or sandals are allowed

**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, such as mohawks, are prohibited
- Facial hair, including long sideburns, is not permitted
- Any unnatural hair coloring is prohibited. Students will be given two school days to correct any hair color issues or risk suspension from school.
- Ultimately, all decisions are determined by the Principal

**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, red polos, solid red t-shirts, or solid red sweatshirts.

## **Formal Days at SNS**

*SNS will have “Formal Days” at least once a month, typically on First Fridays and/or Special Feast Days (ie Assumption, All Saints, etc). We understand there are challenges depending on age, so two different levels of dress code for formal days have been developed. The formal day dress code requirements for 5th-8th grade and for K-4 are listed below.*

*The formal day dress code will be one step in creating an atmosphere of reverence and deepening our understanding for the First Friday adoration of our Savior, feast days, and holy days of obligation. In addition, it's equally important for our students to learn how to dress professionally.*

*Our mission is to develop Saints and Scholars. Taking pride in one’s appearance and learning how to present oneself intentionally and professionally is part of that mission. Our formal day dress code was designed to create as little extra expense for families as possible.*

### **Boys in 5th - 8th Dress Code for Formal Days**

- Buttoned up, Collared shirt, tucked in, with belt, and tie with dress pants; Uniform pants are acceptable
- No flannel shirts or jeans allowed
- Shoes: Dress shoes; no sneakers or open-toed shoes (no sandals, slides, etc); no work boots; clean boots are acceptable.

### **Boys in K-4 Dress Code for Formal Days**

- Buttoned up, Collared shirt, tucked in, and dress pants with dress shoes
- No flannel shirts or jeans allowed

### **Girls K-8 Code for Formal Days**

- Dress or skirts are acceptable according to handbook length (2 inches above the knee while kneeling)
- Slacks and blouses are acceptable
- No flannel shirts/jeans are allowed
- Open-toed shoes are acceptable as long as they’re “Dress Shoes.” No Flip-flops or sandals.

## **2024-2025 Formal Days at SNS**

- Thursday, August 15th (Assumption of Mary)
- Friday, September 6th (First Friday)
- Friday, October 4th (First Friday)
- Friday, November 1st, (All Saints Day, First Friday)
- Friday, December 6th (First Friday/St. Nicholas Day)
- Monday, December 9th (Immaculate Conception)
- Friday, February 7th (First Friday)
- Friday, March 7th (First Friday)
- Friday, April 4th (First Friday)

Friday, April 18th (Good Friday)  
Friday, May 2nd (First Friday, May Crowning)

## **Transportation**

**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 *and text message*.

### **Daily Schedule**

7:30 a.m. – 7:55 a.m.	Car rider student arrival
7:55 a.m.	Bus drop off
7:55 a.m.	Tardy “bell”
8:05 a.m.	Mass Starts
2:30 p.m.	Milan Bus dismissal
2:35 p.m.	Sunman bus #3 dismissal
2:40 p.m.(after 2 <sup>nd</sup> 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

## **St. Nicholas School 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.

Each student is allowed a maximum of (10) days absent from school per year. Each student is allowed a maximum of (10) tardies per school year. There are absences that will not count toward the 10-day limit (unlimited days), listed in Part A below. There are no “free days” in this attendance policy as each absence is either excused or unexcused.

All absences that are not considered unlimited days will be classified as “limit days” toward the ten (10) day total. When a student reaches five (5) absences or tardies that count toward the 10-day limit, a warning letter may be issued to the parents. On the eighth absence or tardy, another warning letter may be issued to parents. On the tenth absence or tardy, the parent may be required to sign an attendance contract plan which notifies all

parties of the consequences of any further absences from school. Section E below may be followed once the student reaches his/her absences or tardy.

### **Student/Parent Responsibilities**

- 1) If your child is to be absent from school, please e-mail ([schooloffice@stnicholas-sunman.org](mailto:schooloffice@stnicholas-sunman.org)) or call at (812) 623-2348 by 9:00 a.m. You may leave a message on the school voicemail system at any time. stating the student's name, 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 46 minutes late from the official start time of 7:55am. Concerning partial-day absences it is encouraged to send in a note detailing information, such as medical appointments, funerals, and times to be missed.
- 2) If a child has a doctor or dentist appointment during the school day, the parent must pick up the child at the office. Parents or any other authorized adult **must sign the student out of the office.** No child will be allowed to wait for a parent outside the school building.
- 3) Students who return to school during the day from an appointment or an absence must stop at the office and check in with the office administrators.

### **A. Excused Absences NOT counted in the 10-day limit**

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

1. Personal illness requiring a physician's statement. Statement must indicate the time/date(s) being excused by the physician. Medical and dental appointments
2. Death and funerals of members of the household and/or immediate family. Five (5) non-counting days are allotted for a student due to the death of father, mother, guardian, brother, sister, grandparent, or step-sibling.
3. One day of absence will be allowed due to the death of any other blood relative. Additional days of absence for out-of-state funerals will be considered on an individual basis by the administration.
4. School-sponsored/authorized activities.
5. Public or private school visitation
6. Court Appearance: Court appearance verified by subpoena, summons, or written notice from an officer of the court will be excused.
7. No regular school bus pick-up at residence due to inclement weather or bus breakdown.
8. Students that attend the State Legislature as a page or work at local election polls. Properly signed authorization must be presented. NOTE: Students are credited with days of attendance for these absences by State statute. However, St. Nicholas requires students to make up for missed work.
9. School related injury (for the day missed only).
10. Any student who becomes incapacitated or suffers from a chronic illness must have a parent or legal guardian file with St. Nicholas School the "Indiana Department of Education Certificate of Child's Incapacity." After approval of this request, days absent from school will not count against the 10-day limit.
11. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

### **B. Excused Absences that count toward the 10-day limit**

1. Personal illness not under a physician's care - A parent-excused absence.
2. Funeral of a friend
3. Any family trip or vacation that is pre-approved with the Principal will count toward the 10-day limit. (Maximum of five (5) days may be used at a time).



4. Weather: If school is in session and the bus runs by the student's residence.
5. Administrative consideration may be given for other extenuating circumstances

### **C. Unexcused Absences**

1. Any absence that falls outside the guidelines of an excused absence previously listed will be considered unexcused and will count toward the 10-day limit. This includes family trips or vacations that are not pre-arranged with the school administration. Unexcused absences are all absences that do not include written or oral communication from the parent or guardian or fall outside the guidelines of an excused absence.
2. NOTE: For any absence deemed to be TRUANCY (missing any or all of a school day for reasons not approved by the parents and administration), no credit will be awarded for any academic work missed.

### **D. Tardies: It is important for children to be punctual on a consistent basis.**

1. Students are expected to be at school and begin their instructional day by 7:55 am.
2. A student will be counted tardy if he/she arrives at school between 7:55am and 8:40am. Starting at 8:41am, the student will be counted absent for one-half (½) day.
3. If a student leaves school starting at 2:00pm or after, they will also be counted as an afternoon tardy.

### **E. Communication Process and Consequences for Excessive Absences and Tardies (Over 10 tardies and/or absences)**

1. Letters may be sent in 5 days and 8 days.
2. The Principal may contact at 8 or more absences or tardies.
3. At 10 or more absences/tardies, a face-to-face parent meeting may be required. At this meeting, the family may sign an Attendance Plan. At this meeting, the family and administration may create an Attendance Plan with certain parameters for the family and student to follow.
4. If absences and tardies continue after the student has been placed on an Attendance Plan, consequences may include, but not limited to, the following:
  - a. Required Outside Tutoring
  - b. Retention
  - c. Removing classroom parties or other rewards (make-up work would be completed at this time)
  - d. Lunch/Recess Detention
  - e. After-school detention
  - f. In-school Suspension
  - g. The Indiana Department of Child Services may be contacted
  - h. The county Prosecutor's Office may be contacted and a letter may be sent from the respective office.
  - i. If the plan is violated or attendance does not improve, the student may receive an expulsion or exclusion from the school.
5. **Students who are tardy more than 30 times will be charged an administrative fee of \$10 per tardy or early withdrawal due to the excessive time and paperwork involved.** Due to compulsory attendance requirements, excessive tardiness may result in a student needing to be retained and to repeat the school year.

Missed work will be due as the teacher requests. *Teachers are not required to give any work ahead of time.*

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

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.

## **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 (80%) 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 (80%) 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.

<b>Traditional Grading System for Grades 3-8:</b>	A	93 - 100
	B	85 - 92
	C	76 - 84
	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, or any other form of AI generator etc. Plagiarism is not allowed, and assignments that are plagiarized will receive a grade of 0.

Grades for Specials: Maker Space (STEM) class is taught by Mrs. Schwering and will be given a traditional grade in grades 3-8. Grades K-2 will receive a Standards-Based Grade. All K-8 students in Music, PE, and Art will receive an O (Outstanding), S (Satisfactory), or U (Unsatisfactory) for their grades.

## **Volunteerism**

### **Requirements:**

1. All families are required to Volunteer 40 hours per school year.
  - a. A link will be made available in the weekly newsletter to log hours
  - b. A list of possible volunteer opportunities will be provided in weekly newsletter.
2. All 6th, 7th, and 8th graders will be required to volunteer 10 hours per year.

- a. *Only 10 hours PER middle school student* can be counted toward the family hours.
3. Families of other parishes can use UP TO 20 hours of volunteer hours at their “Home Parish” if it is not St. Nicholas.
4. High School/college students who live in the same household can be counted toward the family hours.
5. Anyone who is being paid for their time cannot count as a “Volunteer Hour.”
6. Only family members from the same household can count toward the hours.
7. Volunteer hours for the 2024-2025 school year can start to be counted between May 24th, 2024 and will end May 22, 2025.

**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 Fundraising**

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 not be 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. Up to 20 students can be selected to be on the team. If there are more than 20 students who sign up, 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 Parish 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. No Sunday practices.
  7. Schedule practice/play games a maximum of 4 nights a week.
  8. No Zone defense is allowed at the 5th/6th Grade Levels for both Boys and Girls.

### **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

Instigating

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 judgment 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.

**Vomiting**- If your child vomits, you may be asked to pick up your child from school.

### **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, or online via EZSchool 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** (includes one Milk)  
\$.40/day (includes one Milk)

**Adult Lunch- \$4.10** (includes one Milk)

**Reduced Lunch-**

If a child chooses not to get the main entree they may choose from a variety of sandwiches. Extra fruits and vegetables are available at no cost.

Extra entree- \$1.50      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 28<sup>th</sup> 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, 2024-2025

**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 Wednesday, August 14<sup>th</sup>, 2024

\_\_\_\_\_ 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, 2024-2025*

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Mother/Guardian Signature

Student(s) Signature(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_