

## **MISSION STATEMENT**

At St. Nicholas Academy our mission, as a Roman Catholic, Archdiocesan elementary school is to work in collaboration with the pastors, parents and parishioners of our covenant parishes to provide a quality, affordable education for our children. We dedicate ourselves to remain faithful to the customs, teachings, and traditions of the Roman Catholic Church. We pledge ourselves to the formation of youth: in faith, in education, in the arts, and in healthy living.

Every individual at St. Nicholas Academy is entitled to respect and a safe learning environment. Therefore, discipline offenses and consequences include, but are not limited to, the examples listed in the Handbook.

## **HISTORY**

St. Nicholas Academy opened its doors to welcome students in August, 2007. The formation of this first interparish Catholic elementary school in the Cincinnati area began with a vision and a reality. The reality was the difficulty of maintaining a parish school with increasing costs and declining enrollment. The vision was to collaborate in the creation of a new model for Catholic elementary education. This collaboration began when the pastors and a core of parish members from two parishes, St. John the Evangelist and Holy Trinity, met and determined that together, we could provide what we could not do separately.

What is different about our school model is that it is not a consolidation or a merger. It is an interparish school, formed by a covenant relationship between the parishes and the school itself. This model has met with great success in several other U.S. dioceses and was introduced to us through Rev. Joseph Atcher, Vicar for Education of the Archdiocese of Louisville.

The School was located in the former St. John the Evangelist School, 7131 Plainfield Road, Cincinnati, Ohio, 45236 until the end of the 2009-2010 school year. During the 2009-2010 school year Our Lady of the Sacred Heart Parish made the decision to join St. Nicholas Academy for the 2010 school year and St. Nicholas Academy made the decision to relocate to the OLSH campus. On July 1, 2010 St. Nicholas Academy relocated to 170 Siebenthaler Ave. Cincinnati Ohio 45215. Our program includes before and after school care, a full day kindergarten, and grades one through eight.

We have a fine arts program, including art instruction, music, introduction to the Spanish language, and library program. We have weekly liturgies with the children and a strong religious education program, including sacramental preparation.

An important part of our history is the formation of a parent group called PLAN (Parents Looking Ahead Now). This group formed independently and with encouragement of the pastors to act as a catalyst with other school parents and parishioners. They met frequently with parent groups, principals, and pastors encouraging them to work together rather than separately to ensure a viable Catholic school for this area of the city. Without their hard work and dedication St. Nicholas Academy would never have come to birth.

On the following pages you can find further information about us. We welcome all inquiries and the members of PLAN are happy to assist any parish seeking information about this model of Catholic education.

## **RIGHT TO AMEND**

**The Principal and the Administrative Staff retain the right to amend the Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.**

## **INTRODUCTION**

This handbook has been prepared to clarify questions parents sometimes have regarding the philosophy and procedures at St. Nicholas Academy.

Parents have the first right and obligation in the education of their children. The teachers, professionally trained in the psychology of learning and techniques of teaching, wish to assist parents in this all-important work. The school is usually one of the first experiences of Christian Community that children have outside of the family.

The respect, communication, and cooperation that parents, teachers, and administrators exhibit among themselves should, therefore, model Christian Community for the children. Equally important, however, are the respect, communication and cooperation shown toward and expected from children as part of that Community. If children perceive this mutual respect as a shared authority of parents and teachers, they will be able to participate fully in their education.

We hope that this handbook will help to foster cooperation between home and school. Parents are asked to study this handbook **with their children** and to keep it at hand for reference.

## **BELIEF STATEMENTS**

We believe we are a community of faith that shares opportunities for liturgy, prayer, sacramental preparation, and Christian service with our church family.

We believe in the importance of encouraging practical application of the Gospels through developing self-discipline, personal responsibility, positive relationships, and mutual respect among students and staff.

We believe that all students can learn. Through varied teaching styles and techniques, we strive to support each student's personal growth toward academic excellence.

We believe that each student is a gift from God who must be treated as a unique individual. Meeting the spiritual, intellectual, emotional, physical, and social needs of the learners will help to lay the foundation of values for a lifetime.

We believe that parents are the primary educators of their children. Through competent teaching, caring leadership, and cooperative endeavors, we aim for open communication and partnerships in learning.

By living the Gospels, by creating a loving, but disciplined environment, by keeping all channels of communication open, we strive to fulfill our mission as a Catholic Elementary School.

## **PHILOSOPHY OF ST. NICHOLAS ACADEMY**

St. Nicholas Academy strives to cooperate with the family, church, civil society and community in the total education of the child: moral, physical, and intellectual. While sharing in this task of education, the school recognizes its primary responsibility to guide the intellectual development of the student. With proper emphasis given to Catholic Christian Doctrine, this development encompasses the areas of Language Arts, Social Studies, Science, and Mathematics, so that the pupil may grow in love and knowledge of God. In this way, St. Nicholas Academy attempts to help the students develop both their capabilities and proper attitudes.

Existing as it does in a time of change, the school desires to guide the children so that they may readily adapt to the changes in the Church and in the society in which they live. St. Nicholas Academy wishes to instill in its students a respect for the individual, regardless of race, creed or ethnic background.

## **AIMS AND OBJECTIVES**

The aims and objectives of St. Nicholas Academy are:

1. To become a community of Faith by sharing with the Church and family in providing for the students' spiritual growth by affording opportunities for participation in the Mass, reception of the Sacraments, and the practice of daily Christian behavior.
2. To impart a basic knowledge of the doctrines and Gospel values and to encourage practical application of this in each student's faith convictions and daily life.
3. To help the students develop self-discipline, personal responsibility, values, and standards of behavior that come from within and are consistent with the Christian community, and to help students internalize the reasons behind the rules.
4. To develop in the students a deep respect for the dignity, rights, feelings, and opinions of others, in addition to developing respect for all authority - Church, civic, home, and school.
5. To provide guidance through the classroom teacher, with the aid of support staff, in order that the students may develop their capabilities and aptitudes in a way that will benefit them personally and society in general.
6. To develop the critical, creative, and logical thinking of each student by providing challenging opportunities.
7. To provide opportunities for development of the students' capacity to appreciate beauty in literature, art, music, and nature.
8. To encourage proper attitudes in health and physical fitness.
9. To cooperate with the home in encouraging the practice of courtesy and etiquette within the school and daily environment.
10. To develop good study habits and effective use of time.
11. To cooperate with the Church and family in combining religious and intellectual education, so that the students can live and work cooperatively with all God's creatures for the common good.

## **NON-DISCRIMINATION POLICY**

St. Nicholas Academy admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, admission policies, athletic and other school-administered programs, and in hiring teachers.

## **ADMISSION POLICY**

St. Nicholas Academy is an Interparish school, administered by a Board of Limited Jurisdiction with the Archbishop of Cincinnati reserving certain rights.

St. Nicholas Academy, through the recommendation of the Board of Limited Jurisdiction, admits students on a space available basis. Class size is limited to 25 for Kindergarten and 30 children per class at all other grade levels. In an emergency situation, this number may be adjusted.

## **ADMISSION PROCEDURES**

After registration is complete:

1. Students must undergo placement screening.
2. School office must receive necessary records.
3. Students must interview with the principal.

Administrative regulations are established concerning student admission to determine the appropriateness of our school program to meet the individual needs of a student. These regulations will change to keep pace with school law, archdiocesan policy, local and community needs, and the welfare of our students. Should a situation require a judgment, the decision of the Administrative Team will be final.

Transfer students will be admitted after completing registration, placement testing, a review of the students' records from previous educational institutions and an interview with the Administrative Team. The school must also receive a recommendation from the previous school. All students entering St. Nicholas Academy, except those entering Kindergarten or Grade 1, are placed on probation. Kindergarten and Grade 1 students whose registration is not complete by the start of the school year may be placed on probation. Probation lasts a minimum of one quarter and will be reviewed quarterly following these guidelines for full admission:

- The student will have no disciplinary incidences involving the student code of conduct.
- The student consistently turns work in on time and fulfills all academic requirements.
- The student maintains acceptable grades and demonstrates progress in academic studies.

## **REGISTRATON**

A registration fee which is determined each year by the Board of Limited Jurisdiction and the application are required in January of the proceeding year.

## **TUITION PROCEDURES**

Families have the option of paying tuition in full by July 31<sup>st</sup> or of arranging to pay tuition in installments through the St. Nicholas Academy Business Office. Payment options are for 12 months, 10 months, quarterly and semi-annually. Payment dates are the 5<sup>th</sup> or 20<sup>th</sup> of the month. The Board of Limited Jurisdiction will determine the tuition for the school each year.

## **ACTIVE PARISH MEMBER STATUS**

Active Parish Member status in one of the covenanted parishes is determined by the individual parish.

## **TUITION ASSISTANCE**

To be considered for tuition assistance a family must complete an application that is evaluated by a third party company. Applications will be available in December and must be completed by mid January.

Pastors of the covenanted parishes will determine the amount of assistance that each family will receive. The Board of Limited Jurisdiction will determine the amount of assistance to be made available each year.

**ST NICHOLAS ACADEMY**  
**DELINQUENT TUITION POLICY**

St. Nicholas Academy exists to provide students with a quality Catholic education and the Board of Limited Jurisdiction (board) will strive to be fiscally responsible to do so. Tuition, fees and other student expenses must be paid promptly to enable the school to meet its financial obligations.

In order to accomplish this, the board has adopted this policy to assure timely payments. It will be the responsibility of the Tuition Administrator or others designated by the Principal to implement this policy under the supervision of the Principal.

It will be the responsibility of the school family to keep the Tuition Administrator informed of their need to make any changes to the payment schedule. School families failing to pay tuition according to this agreement, maintain an alternative payment plan, or who have been unwilling to maintain their alternative payment arrangements, will be notified of any actions in accordance with this policy. This policy does not apply to any approved alternative payment plan that is current.

This policy will be implemented with the approval of the Board for the 2008-2009 school year.

A copy of this policy is to be sent to all parents within 14 days of the implementation date and given to all new incoming parents/guardians.

For the purpose of the policy, send/sent, contact/ed, notification, or communication will be by one or more of the following, unless otherwise designated: U.S. Postal Service, telephone, email, or weekly student packet.

1. A statement will be sent to every family prior to the due date of their payment who has registered for an extended payment plan.
2. Families may be assessed a late charge as designated in the tuition policy for payments not received by the due date.

**A. Delinquent Accounts less than 30 days**

1. A reminder notice will be sent to each family that is delinquent within 10 calendar days after the payment due date listing the tuition payment amount due and late charges.

**B. Delinquent Accounts over 30 days**

1. Family will be contacted to remind them of a delinquent payment.

**C. Delinquent Accounts over 60 days or no response to a maximum of three (3) attempts to contact the family by telephone. The following actions will occur after consultation and approval from the Principal.**

1. Report Cards and Progress Reports will be held.
2. Teacher conferences will not be permitted.
3. Parental Internet access to student progress will be denied.

4. Any of the above a warning notice will be communicated to the parent/guardian before implementation. That notification will be documented.
5. Upon approval for any or all of the above, the Tuition Administrator will contact the parent/guardian accordingly.

**D. Delinquent Accounts over 90 days or no response to repeated attempts to contact the family by telephone. The following actions will occur after consultation and approval from the Principal.**

1. The student/athlete will be suspended from participating in athletic events sponsored by St. Nicholas Academy, until an alternative payment plan has been established and a payment history of that plan has been established for 60 days.
2. Any suspension of a student/athlete from participating in sporting events will be sent to the parent/guardian by U.S. Postal Service or through the weekly student packet within 14 calendar days prior to the suspension. The parents/guardian will be required to sign this notice and return the notice to the school in the enclosed self-addressed envelope to the attention of the Tuition Administrator. No reply to the Tuition Administrator within seven calendar days will constitute acceptance of suspension. The Principal will notify the President of the Athletic Association of such action, who will implement this suspension. All details pertaining to the suspension will be kept confidential.
3. When the student/athlete is reinstated, such notification will be sent to the parent/guardian using the same procedure as in #2 above.

**E. Graduation Eighth Grade Student**

1. Eighth grade student will not be permitted to participate in any graduation ceremonies until tuition is paid in full seven calendar days prior to the graduation date. Notification in writing will be made prior to graduation ceremonies.

**F. Delinquent Tuition – Student Suspension**

1. If all attempts to collect tuition have failed, the Tuition Administrator will send a letter (by U.S. Postal Service and student weekly packet), signed by the Principal informing the family of the final deadline and payment amount that will ensure their child/children's continued education at St. Nicholas Academy. If no payment or payment arrangements are made within the letter's deadline, the student(s) will no longer be permitted to attend classes at St. Nicholas Academy, until the account has been made current.

**G. Delinquent Tuition from Prior Years**

1. All previous unpaid tuition must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of school. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Tuition Administrator.

**H. Collection Accounts**

1. If determined by the Tuition Administrator that tuition will not be collected, the Principal may authorize that account be turned over to a collection agency. Families making subsequent payments must do so with the collection agency except those required by law.

## **I. Student Records**

1. When tuition is delinquent or other fees due, no student records will be forwarded to another school or given to the parent/guardian.

## **FINANCIAL POLICIES**

1. No refunds will be issued when a student loses the privilege of attending a class activity or a class trip. Any money collected by the class or by individual students for class activities or trips would have been deposited into a fund to defray costs.
2. A fee of \$25.00 will be charged for all checks returned by a financial institution for any reason. When a financial institution has returned a check, payment must be made with cash or money order.
3. Late fees will be charged when deadlines for financial payments have not been met. No report card will be issued if there are outstanding cafeteria charges, library late charges, book fines, band fees or other fees.
4. St. Nicholas Academy reserves the right to charge an administrative fee when the school is penalized due to individual late payments.
5. St. Nicholas Academy Refund Policy is prorated to the end of the quarter in which the student is withdrawn. All fees, including the registration fee, are nonrefundable. There is no refund for consumable books. No refunds will be issued until all textbooks and/or other school materials are returned and all outstanding charges are paid.
6. Records of students who are withdrawing from St. Nicholas Academy will be released upon written request by the parents/legal guardians **only** if all financial obligations to the school have been met as determined by the administration.

## **HEALTH & SAFETY**

**Any child not in compliance with the immunizations, which are required by law, will not be admitted to school until proof of immunization is provided.** The St. Nicholas Academy nurse will review health records, provide basic screening services (including vision, hearing and scoliosis), and assist in the control of communicable diseases.

An Emergency Medical and Authorization Form must be on file in the school office. This form is confidential and for the use of authorized personnel only.

**In accordance with state law, any medication (prescription or over the counter) to be administered to a student must be brought to the office in the original container (which contains name of medicine, dosage, times of administration, and possible side effects) with a permission form signed by the physician and the parent along with specific instructions for administering the medication.**

This includes topical medication such as ointments or lotions. **NO** medication, including aspirin or aspirin substitute, will be administered unless the above procedures have been followed. **Please refill prescriptions that are given daily in a timely manner.**

Any student who becomes ill or has an accident will be observed by the school nurse or designated personnel. Emergency care that may legally be given will be administered as necessary, and the parent will be notified to pick up the child if the child cannot return to class. If the parent cannot be reached, instructions on the Emergency Medical Form will be followed. **It is important that we know where parents or legal guardians can be reached. Please promptly notify the office regarding any changes in emergency information.** A child who is ill or contagious and must be absent may return to school only after being fever and symptom free for 24 hours.

## CHILD CARE

St. Nicholas Academy provides child care before and after school. Parents/legal guardians may register for either or both programs. Registrations are taken on a first come, first served basis, with priority given to those who register for the entire year.

If openings are still available, registrations for particular days of the week and occasional use registrations will be accepted. The program will run from 7:00 A.M. – 7:45 A.M in the morning and from 2:30 P.M – 6:00 P.M. when school is in session.

There will be an adjustment in the ending time on the few days that school is dismissed early. Information about this program can be obtained from the school office or from the Child Care Director.

## MORNING ARRIVAL

**Walkers** – Students arriving prior to 7:40 A.M. should come to the cafeteria and have a seat at one of the tables. A teacher will be on duty until the time of the bell at 7:40 A.M. Students arriving after 7:40 A.M. may go directly to the homeroom.

**Riders** – Students should be dropped off at the sidewalk near the school entrance and proceed either to the cafeteria if arriving before 7:40 A.M. or to homeroom if arriving after 7:40 A.M.

**Bus** – Students will be dropped off in the parking lot and proceed either to the cafeteria if arriving before 7:40 A.M or proceed to homeroom if arriving after 7:40 A.M.

Classes begin at 7:50 A.M. and students may enter home rooms at 7:40 A.M.

## DISMISSAL

Three bells ring at dismissal. The first is a single bell at 2:15 P.M. when students who switch classes return to their homerooms and all students prepare to leave school. At this bell, buses that have been waiting close to the woods in front of church move to line up single file at the cafeteria doors which are opposite the Parish Center. The Norwood Bus will pull up in front of the Church entrance.

At **2:25** two bells sound to signal bus riders to proceed to the cafeteria where they assemble by bus number prior to being walked out by a teacher in charge as their bus pulls to the front of the line, and walkers to leave their classrooms and meet up with other walkers and the teacher in charge to leave the building by way of the Church doors. (Norwood Bus students will form a line in the Church entrance and proceed with a teacher to the Norwood Bus.)

At **2:30** three bells sound to signal car riders to leave the building. Parents who pick up their students park in the double rows of marked spaces facing the school building and Church starting at the “Learning Center” opposite the school entrance and circling around to the Church entrance. Since buses have already left this area of the parking lot there should be no traffic moving at this time in the area where students are walking to their cars. Late arrivals should park in front of the Church. If no one is in the parking lot to pick up a child right at dismissal, those students return to the school entrance area to wait for their ride.

The faculty member in charge then dismisses the filled cars by rows. By this time, walkers have cleared the circle by the flag pole and moved onto the sidewalks along Siebenthaler Ave. buses have moved out, and cars can leave the grounds via the one – way drive near the gym.

No student may remain in or return to the school premises after the dismissal bell, unless with permission and

under the direct supervision of a teacher or other authorized person. Written consent from a parent may be required. For safety and security reasons, students or adults who enter the building after dismissal must first sign in at the office.

No student is permitted to leave the school premises during school hours without written consent from parents. Any child leaving school before dismissal must be signed out through the office.

Students who are participating in after school activities (non-athletic related) are not permitted to leave and come back into the building. They must remain with the group until the activity is completed and they are released by the supervising adult. School personnel cannot be responsible for the supervision of students who remain on school grounds after dismissal, including those waiting for a later scheduled function (Scouts, athletics, etc.).

## **MASS**

Religious education is the primary purpose of St. Nicholas Academy. In this way, the covenanted parishes aim to assist parents/legal guardians in their task of guiding the moral and religious development of their children. It is important that parents/legal guardians and teachers keep this as their primary goal. Non-Catholic students are expected to attend both religious and non-religious functions.

Weekly attendance at Mass is a privilege for students in Grades K-8. Special liturgies are also prepared for important observances in the Church liturgical year. Parents/legal guardians are asked to join the school in the spiritual formation of their children by regular participation in the liturgical life of the Parish, primarily through participation in the Saturday evening or Sunday morning liturgy. Families are welcome to attend the 8:00 AM weekly school Mass each Friday. In addition to regular Mass attendance, the school and covenanted parish communities join together to celebrate and share our faith journey on occasions such as First Communion, May Crowning, and Confirmation.

## **ATTENDANCE**

Parents/legal guardians should see that their child's attendance at school has priority over all other activities. Regular attendance and promptness are vital for successful academic progress. A child who is ill or contagious and must be absent may return to school only after being fever and symptom free for 24 hours.

On any day when a student is absent from school, he/she may not participate in any extracurricular activities. (Emergency exceptions will be considered.) Please do not bring a sick child to school for social activities.

## **TARDINESS**

**When a student is late for class and/or Mass, he/she must stop in the office, present a note from a parent, and receive a tardy slip. The student will not be admitted to class without the tardy slip. Excessive tardiness will also result in a report to the Hamilton County Attendance Officer.**

1. Students must have a written note from a parent/legal guardian explaining the reason for the tardiness if they are 15 minutes or more late for school.
2. Students are marked tardy when there is no valid excuse, such as doctor and/or dentist appointments, for being late.
3. When a pattern of tardiness or a considerable amount of time missed due to tardiness is observed, a conference between parent/legal guardian and school personnel will be required. The conference must occur within 3 school days of the request. A plan for compliance will be required in order to work toward elimination of the problem.
4. Any work due must be turned in and any work missed must be made up.

## **ABSENCE**

**Missing school for other than health needs is strongly discouraged. When a student is absent, a parent must call the school before 8:15 AM.**

**Excessive absence/tardiness interferes with the students' learning process. Excessive absence/tardiness can result in the need for summer tutoring, summer school, or possible retention.**

When a student returns from an absence, he/she **must** present a note to the homeroom teacher, signed by the parent, **stating the reason for the absence**. The absence note and phone call are required by the State of Ohio. If a student misses three or more consecutive days, a doctor's note may be required.

When a student is dismissed from school for a doctor, specialist, or dentist appointment, a signed note from the doctor, specialist, or dentist must be presented to the homeroom teacher upon the student's return to school. Please arrive at the time you specify when picking up or returning children during the school day.

Students who are tardy or not present in school are responsible for getting their assignments and completing them. The student must arrange an appropriate timeline with the classroom teacher. **Books and assignments for children absent from school may be requested when calling in the absence and may be picked up by a sibling or other family member between 2:30 PM and 2:45 PM; work will not be available before that time period.** Students who do not make up work will be required to take a grade of "incomplete" for that grading period.

### **Inability to Participate in Physical Education Class:**

If a student will be in school but may not participate in Physical Education classes due to injury or illness, a parent note is required. If more than 2 consecutive Physical Education classes are missed due to illness or injury, a doctor's note is required. If a student has suffered an injury that requires a doctor's attention, we must have instructions from the doctor regarding participation in physical education class.

### **Student/Family Vacations:**

Students are encouraged to limit vacations to scheduled school holidays. If it is absolutely necessary for a student to vacation at another time, the following policy will be used. If a student will be gone for 3 or more days, one week's notice must be given to the school. Only available assignments will be given to the student the last day classes are attended, and the work must be completed and turned in by the date specified by the teacher. Arrangements for make-up tests and the completion of additional missed work must be made by the student/family with the classroom teacher. Standardized tests are scheduled during October and other times throughout the school year as will be noted on the school calendar. Please refrain from taking children out of school at these times.

## **SCHOOL COMMUNICATION**

Generally, all school information and/or communication will be sent via email on Wednesdays. If a family does not have an email address then a hard copy will be supplied. Please inform the office.

All organizations supplying notices to be sent home **MUST** supply a copy attachment on an email to [cdunham@stnacademy.org](mailto:cdunham@stnacademy.org) by Tuesday afternoon in order to have it sent home via email on Wednesday.

## **PARENT COMMUNICATION**

Parents may leave a message for a teacher to return a phone call with the school secretary. Every attempt will be made to deliver the message in a timely manner. Parents should contact the principal should a call not be returned within 24 hours. Parents may also communicate via email with teachers. Email addresses for each teacher are listed on the school web site and are set up using the first initial and last name of the teacher, for example, [gmyers@stnacademy.org](mailto:gmyers@stnacademy.org)

### **Family Issues:**

Teachers should be informed **as soon as possible** of **any** circumstances that might interfere with your child's performance or completion of work. This information will help those who work with your child to assist compassionately with needed interventions and will be held in confidence.

**Anything sent home requiring a parent signature must be signed by the parent/legal guardian.** Please keep your signature as clear and consistent as possible to avoid confusion.

Parents who are planning to be away need to notify the school in writing and include the following information: the dates when they will be away and the name and phone number of the person(s) in charge of the child. If special circumstances require a signature of notification or written permission before parent/legal guardian returns, the signature of the person designated in writing by the parent will be accepted. (Forms are available in the school office and on the website.)

Sometimes parents are unavailable due to emergencies. The person left in charge of the children needs to inform the school of this situation with a phone call and in writing.

### **School Issues:**

In the event of a question regarding teaching or disciplinary practices involving a specific teacher or teachers, ethics and common courtesy require that parents/legal guardians first approach the appropriate teacher to attempt resolution. Parents are asked to contact the teacher through written communication, or e-mail requesting the teacher contact them to discuss the situation. Should the problem remain unresolved, parents may then contact the school principal to request an appointment with the principal, teacher/teachers involved. **PLEASE BRING CONCERNS TO THE APPROPRIATE PARTY WHEN THEY OCCUR.**

## **SCHOOL /PARISH COMMUNICATIONS POLICY**

In an effort to promote better communication the following policy has been put into effect as of June 1, 2008. The success of this policy depends on the cooperation of all those dedicated to the goodwill of St. Nicholas Academy and the parishes of Holy Trinity and St. John the Evangelist and Our Lady of the Sacred Heart.

### **EVENT SCHEDULING:**

**Before** any event in the name of St. Nicholas Academy, is scheduled in a parish building, the person/group responsible for the event must meet with:

- 1) The principal of St. Nicholas Academy for approval.
- 2) The parish Office Staff regarding calendar scheduling.

If these guidelines are not followed the School and/or Parish Staff reserve the authority to cancel the event.

## **PARISH**

Before submitting written parish information to the principal of St. Nicholas Academy for distribution, any Parish Group or individual of St. John, Holy Trinity Parish or Our Lady of the Sacred Heart, must first obtain parish approval. This must be done at least 10 days prior to the date of distribution.

**St. John:** Submit to Carolee or Laura in the Parish Office for approval by Fr. Tom and/or a designated member of the parish staff.

**Holy Trinity:** Submit to Sandy in the Parish Office for approval by Fr. Ray and/or a designated member of the Parish Staff.

**Our Lady of the Sacred Heart:** Submit to the Parish Office for approval by Fr. Ron and/or a designated member of the parish staff.

Individual copies of approved notices/flyers must be made at the Parish expense either in the Parish Office or by the Committee submitting the request.

School personnel are not responsible for separating information destined for parents of a particular parish or for making copies.

Approved notices, to be distributed through school to families of a specific Parish, must first be individually marked with the name of the youngest child of each parish family before being delivered to the S.N.A. Office for distribution.

## **ST. NICHOLAS ACADEMY**

Likewise, any group or individual representing St. Nicholas Academy, wishing to promote or advertise an event or fund raiser through St. John, Holy Trinity or Our Lady of the Sacred Heart Parish, must first submit a written copy of notice or insert to the Principal at St. Nicholas Academy for approval. This must be done at least 10 days prior to the publication date.

Individual copies of inserts are the responsibility of the group or individual submitting the notice.

The parishes of St. John, Holy Trinity and Our Lady of the Sacred Hear are not responsible for making copies of S.N.A. notices.

## **MULTI-CUSTODIAL FAMILY POLICIES**

The office needs, in writing, all current, dated information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the school office. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

When conferences and/or meetings are scheduled for an individual student, all legal guardians must be present as there will be only **one** meeting scheduled. If the student's legal guardians wish to share information discussed in the conference with other concerned parties, they will be responsible for doing so.

## TEXTBOOKS

Books that are not the students' personal property and are used from year to year are expected to be covered at all times. Students are required to honor individual teachers' requests to have the consumable books covered. The student is responsible for any loss of or damage to the textbooks and all other instructional materials. Report cards will not be issued until textbook damage fines are paid. A durable book bag is recommended for carrying books to and from school.

## HOMEWORK

Homework is given as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students. In addition to the value of helping students further explore or reinforce material presented in class, another value of home assignments is to help students develop good study habits. Homework teaches self-discipline: students must learn to budget time and to exert themselves realistically to meet deadlines.

With homework assignments, students are expected to do research and rewrite and/or rework papers. Homework, however, is not always written. Students are frequently expected to review notes taken in class, work on projects, read books, watch a specially assigned TV program, memorize needed facts, or study for a test. Parents need to check **all** home assignments as faithfully as they usually check on the more traditional written homework.

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has no homework.

**Students in grades 4-8 who DO NOT complete Homework Assignments will be assigned to a lunch/recess study bell to be held in the Science Lab on Tuesdays and Thursdays. Students will bring their lunch and complete any homework assignment not turned in under the direction of a teacher. Assignments not turned in starting Thursday afternoon through Tuesday Morning will attend the Tuesday session. Assignments not turned in starting Tuesday afternoon through Thursday Morning will attend the Thursday session. A slip will be filled out by the teacher missing the assignment and this slip will be returned with the completed work to the teacher by the school office. A further academic penalty may be imposed for ANY and ALL late or missing work by the teacher.**

## TESTING/ASSESSMENT

The following assessment programs are in place at St. Nicholas Academy in compliance with Archdiocesan and state policies and professional standards:

- Students in Grades 2, 4, 6, and 8 take a standardized test (currently the Iowa Test of Basic Skills) in the Fall. This test measures each student's ability to learn. Achievement is measured in relation to that student's ability as reported through the testing.
- Students in Grades 3, 5, and 7 complete the Competency Based Writing Test in November, February and March.
- Students in Grades 5 and 8 take a standardized Religion test (currently ACRE) generally given during beginning of the second semester.
- Students receiving the EdChoice Scholarships will take the tests mandated by the State of Ohio for their grade level in the spring of the year.
- Throughout the year teachers will use other forms of assessment. Examples of assessment include projects, reports, quizzes, chapter/unit tests and exams.

## REPORT CARDS

Report cards are issued at the end of each Trimester for students in Grades K-8. Report cards will be sent home with the students and should be signed by the parent/legal guardian and returned to school **immediately**. Report cards will be given only after all financial obligations (including tuition, fines, fees, etc.) are up-to-date.

An explanation of the grading system can be found on the report card. Emphasis is placed on progress according to the individual child's ability. The criteria for conduct, behavior, and/or attitude are listed on the report card. The grading system used at St. Nicholas Academy is in compliance with the Archdiocese of Cincinnati's directives. Parents may access all grades using the Option C system. Please contact the office for assistance and to obtain your password for the Option C.

## HONORS

The purpose of the honors program at St. Nicholas Academy is to acknowledge students who have achieved excellence in academic performance. Honors will be awarded to students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades every quarter.

The letter grades from the 6 core subjects – Religion, Literature, English, Math, Social Studies, and Science/Health – will be used. Letter grades will be given numerical values as follows:

A+, A, A-	=	4
B+, B, B-	=	3
C+, C, C-	=	2

Students must also have a grade of Satisfactory or better in Music, Art, P.E. and Spanish and Computer.

**Honors will be calculated in the following manner:**

1. First honors – a student must achieve a total of 22 points with no grade below C-
2. Second honors – a student must achieve a total of 18 points with no grade below C-
3. Spirit honors – A student is working to their ability

## MIDTERM REPORT

Midterm reports are issued to inform parents/legal guardians of those students in grades K-8 with weaknesses/problems/concerns in the areas of academics and/or behavior. (On occasion midterm reports are issued to inform parents of positive growth in academic or personal development areas.) The midterm report must be signed by the parent/legal guardian and returned to school the following day.

Grades will be checked every 5 weeks and any failures will be reported to the Athletic Director of St. Nicholas Academy.

Parents/guardians may also view student grades and progress by accessing Option C. A pass word for each student and their family is issued at the start of the school year. If parents need assistance with accessing the Option C grade book they should contact the SNA Office Manager.

## PARENT/TEACHER CONFERENCES

Scheduled conferences will be available during two grading periods, one in November and the other in February. Other conferences may be scheduled according to need at any time during the school year at the request of a parent or teacher.

## PROMOTION/PLACEMENT/RETENTION

Students are promoted to the next level on an annual basis if they make satisfactory progress. If a student does not make satisfactory progress, he/she may be placed in the next grade conditionally or retained in the

current grade. Parents are kept informed of the student's progress through graded work provided in the "HOME FOLDER", interim reports, report cards, and parent/teacher conferences.

**Guidelines used in considering retention are:**

1. A student in grades K-3 who, for the year, averages a failing grade (U) in the two major subject areas (Reading and Math)
2. A student in grades 4-8 who, for the year, averages a failing grade (F) in two or more major subjects (Religion, Reading, English, Math, Science, and Social Studies)

**ATHLETIC ELIGIBILITY OF GRADUATING STUDENTS FOR HIGH SCHOOL ATHLETICS**

**“Incoming freshmen must pass 75% of all courses taken during the final grading period of their eighth grade year to be eligible for student Athletics at the High School level.”**

Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year. High schools will request fourth quarter grades to determine eligibility.

**TECHNOLOGY**

Technology within the school building is provided, at great expense, as a privilege to students. Time spent using this technology is to enhance student learning and provide a quality educational experience. The use of any technology must occur only with teacher permission and supervision.

**TECHNOLOGY USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking is strictly forbidden. The user agrees to not submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of this policy. Also, any commercial use is strictly forbidden.

**TECHNOLOGY DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

**Note: St. Nicholas Academy reserves the right to modify this policy as needed.**

**TECHNOLOGY EQUIPMENT USE**

1. All students and parents/legal guardians must read and sign the Student Laptop Contract before access to the laptops is granted.
2. Students are assigned specific equipment and are responsible for its well-being.
3. Irresponsible use of equipment will result in students losing the privilege of use. They will also be held financially responsible for any damage incurred.
4. Students should keep food and drinks away from all equipment.

5. Students should never change any settings or properties on any equipment.
6. Computer media (disks, CD's, etc.) from home is not permitted for use in school computers.
7. When printing at school, students should first preview and proofread their document. Students may select only necessary text for print. Permission to print must be given by the supervising teacher before sending document to printer.

## INTERNET

The Internet is a valuable resource and beneficial tool in students' education. Care must be taken to ensure that the Internet is used appropriately and the students are protected from any dangers. For this reason, the following guidelines for student use of the Internet are in effect at St. Nicholas Academy.

1. All students and parents/legal guardians must read and sign the *Archdiocesan Internet Acceptable Use Policy Statement* before access to the Internet is granted.
2. Internet access and activities in the school or on school computers are strictly limited to educational use and must always be teacher supervised and monitored.
3. Students must follow the rules of network etiquette, which include appropriate language and polite responses.
4. Students are not permitted to access personal accounts (e-mail, IM, etc.) from school or school computers.
5. Students must not visit chat rooms from school or school computers unless the chat room is associated with an educational resource and the educational activity is teacher supervised.
6. Students must never give out personal information (name, home address, telephone number, e-mail address, name and location of school, etc.) without parent/legal guardian and teacher permission.
7. Students must inform the teacher ***immediately*** if they access any site that is inappropriate or makes them feel uncomfortable.
8. Students must not download any material from the Internet onto the school network, school computer, or any floppy disk. Students must not upload anything to the Internet from the school network or any school computer.
9. Students must not attempt to bypass the security of the St. Nicholas Academy network or interfere or disrupt the network, services, or hardware.
10. Students' access to school computers is limited to school hours on scheduled school days only. Access needed outside those hours requires written request from the parents/legal guardians and notification by the supervising teacher to the technology coordinator in order to temporarily remove the restrictions.

Violation of any of the rules will result in a consequence in relation to the offense. This includes, but may not be limited to, loss of computer and/or Internet privileges and detention.

**School Website** - [www.stnacademy.org](http://www.stnacademy.org)

The faculty and staff of St. Nicholas Academy maintain a website for informational purposes. The current school year calendar, news from the office, and a current supply list for all grades is available. The individual classroom pages are updated as the individual teachers deem necessary.

## LIBRARY POLICIES

The Librarian and parent volunteers staff the library.

1. Students visit the library weekly.
2. All books checked out may be kept for two weeks. Books may be returned early.
  - a. Students in Grades K & 1 may check out 1 book.
  - b. Students in Grades 2-7 may check out 2 books.
  - c. Students in Grade 8 may check out 3 books.
3. Students who have an overdue book may not take out other books. Fines are 5¢ per book per school day. Children who are absent are not charged for those days, but must return the book immediately upon

returning to school. If a student has significant book fines, lending privileges will be suspended until they are paid and report cards will not be issued.

## **ADULT/CHILD SCHOOL VISITS**

For the safety and welfare of students and faculty, unscheduled parent visits to their child's classroom during the day or after school are not permitted. Children other than those who are considering transferring to St. Nicholas Academy may not visit during school hours. **Everyone** (parents, visitors, and others), entering the building must first report to the school office before, during, or after school. If it is necessary to bring a forgotten item such as lunches, homework, gym clothes, etc., the item must be labeled with the student's name and homeroom and taken to the office **only**. Please do not interrupt class for this purpose at any time.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

### **I. Discipline Policy of St. Nicholas Academy**

#### **A. COURTESY**

Students are to consider it a matter of personal honor to show courtesy at all times to every member of the faculty, office, cafeteria and maintenance personnel and to all guests, visitors as well as to each other. Parents are encouraged and reminded to cultivate the virtues of kindness, thoughtfulness, politeness and refinement in their children.

#### **B. CODE OF CONDUCT**

The goal of excellence is dependent upon the existence of an environment that is conducive to teaching and learning. This environment exists in all areas of the school building including church, playground, cafeteria, hallways and classrooms. St. Nicholas Academy has a primary purpose – the education of the whole person in a truly Christian atmosphere. In order to achieve this purpose, each student is expected to observe certain basic rules of conduct.

The principal in consultation with the Board of Limited Jurisdictions has devised a standard discipline code for the school. Though standard throughout the school, age-specific adaptations may be made by grade level. Each teacher will have a classroom code reflecting the standard policy and these grade specific plans are listed in this procedure.

**It is the policy of St. Nicholas Academy NOT to discuss disciplinary actions except with the parents or guardians of the students involved.**

#### **C. RESPONSIBILITIES**

##### **Student Responsibilities:**

1. Come to class prepared – have necessary books, supplies, and assignments.
2. Fill in the homework notebook if applicable.
3. Exercise self-control and be accountable for his/her personal actions.
4. Know and observe all school and classroom rules.
5. Participate!
6. Try your best.
7. Show respect for yourself, for others, and for school and others' property.
8. Use materials in ways that avoid waste, litter or damage.
9. Keep textbooks covered and in good condition.
10. Keep hands, feet, etc. to yourself.
11. Be a Christian example in all you say and do.

### **Parent/Guardian Responsibilities:**

1. Encourage and support your child.
2. Be sure your child attends school daily and is on time.
3. Make sure your child is dressed appropriately.
4. Teach you child, by work and example, respect for the law, for school rules and regulations, and for the rights and property of others.
5. Encourage and support all school personnel.
6. Provide a time and a place for homework and assist when appropriate.
7. Read the homework notebook daily.
8. Assist your child in having the necessary materials for class.
  
9. Keep the lines of communication open with your child and with the school.
- 10 Be sure your child's lunch meets his/her nutritional needs.
11. Be a Christian example in all you say and do.

### **Teacher Responsibilities:**

1. Be prepared for class.
2. Establish and maintain a challenging environment where all may learn and achieve.
3. Work with students to establish classroom rules.
4. Enforce school and classroom rules impartially and consistently.
5. Communicate child's progress and behavior to parent/guardian.
6. Use materials in ways that don't waste, litter or damage.
7. Be a Christian example in all you say and do.

### **Administrator's Responsibilities:**

1. Work in collaboration with students, teachers, and parent/guardian to improve the school.
2. Support teachers and students in their efforts.
3. Provide instructional leadership.
4. Enforce school rules impartially and consistently.
5. Communicate with parent/guardian if administrator's involvement is required in child's discipline.
6. Organize and supervise the work of teachers and staff.
7. Ensure adherence to St. Nicholas Academy policies.

## **D. SCHOOL RULES**

### **General School Rules:**

1. Come to school in uniform.
2. Walk in the hallways.
3. Speak softly in the hallways.
4. Do not pass others in the hallway; allow others to pass you when appropriate.
5. Hold the door for the next person.
6. Be courteous – say please, thank you and excuse me.
7. Use appropriate language at all times.
8. Use correct titles for adults.
9. Do not chew gum.
10. Eat only at designated times.
11. Keep our school neat and clean.

12. Do not sell any items unless approved by the administration.
13. Avoid activities not contributing to the welfare of the school community.

### **Cafeteria Rules:**

1. Be courteous while moving through the lunch line.
2. Do not yell, shout or scream.
3. Use appropriate table manners.
4. Eat your food only in the cafeteria.
5. Keep your hands to yourself and do not touch other students' food.
6. Remain seated until dismissed.
7. Clean your place and leave it in an orderly fashion when dismissed.

### **Playground Rules:**

1. Stay in designated area.
2. Make proper use of the equipment.
3. Be concerned for the safety of others.
4. Play fairly.
5. Try to make sure everyone enjoys recess.

### **Rules in Church:**

1. Show reverence.
2. Participate!
3. Fold hands while processing to receive the Eucharist and when returning to your seat.
4. Be as quiet as possible during quiet times.

## **E. PARENTAL SUPPORT**

As corrective measures are taken to ensure appropriate behavior in the classroom, it is critical that the staff, teachers and administrators have the full support of parents/guardians in an effort to ensure an environment that promotes access to education. Without this support, the efforts of the staff, teachers and administration to maintain discipline may be severely hampered.

## **F. RETAINING PERSONAL PROPERTY**

Students may not bring to school electronic devices of any kind, including but not limited to, video games, palm pilots, radios, CD players, cell phones, or pagers. Students may not bring items such as aerosol cans, CD's, tapes, toys (unless requested by teacher or brought in for use at recess only), to school. All items will be confiscated, two demerits issued and the parent/guardian will pick up the item(s) at the end of the day to take home.

## **II. Procedure for Rule Infraction at St. Nicholas Academy**

**Children at St. Nicholas Academy are expected to observe the classroom rules as detailed below according to his or her grade level. At St. Nicholas Academy the children's growth in age and maturity is expected to be reflected in their behavior. Please read the classroom rules and behavior plans which apply to your child's age carefully and discuss them with your child. Support your child's teacher(s) throughout the school year by reinforcing these good behavioral habits.**

## **A. Kindergarten through Grade 2:**

### **Classroom Rules:**

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

The children will be encouraged to help themselves and each other in following the rules of our classroom. Please try to encourage and reinforce any positive behaviors at home as well. If a child does not choose to follow our plan, the following will take place:

### **BEHAVIOR PLANS:**

We will use a card system with different colored faces. This system will work on a daily basis; all children begin every day with their card turned to the yellow happy face. They try to keep it yellow by remembering our classroom rules. If these are forgotten the following will take place.

#### **Kindergarten:**

- 1<sup>st</sup> Time: Verbal reminder
- 2<sup>nd</sup> Time: Card is turned to orange
- 3<sup>rd</sup> Time: Card is turned to red
- 4<sup>th</sup> Time: Card is turned to blue

At the end of each day all students, except those with a "blue" face, take home a GREAT day ticket. The absence of the ticket tells parents it was not a great day. Parents/Guardians will be called when a student has lost their ticket three times in one quarter.

#### **Grade 1:**

- 1<sup>st</sup> Time: Verbal reminder
- 2<sup>nd</sup> Time: Card is turned to orange
- 3<sup>rd</sup> Time: Card is turned to red, 5 minute time out as necessary to think or talk with the teacher about ways to improve
- 4<sup>th</sup> Time: Card is turned to blue, Conduct Slip sent home to be signed by parent/guardian and returned to school the next day

If a child has reached a blue card and still needs further help, parents will be notified of the situation so that we can work together to help the child. In cases of severe disruption, parents/guardians and principal will be immediately notified.

#### **Grade 2:**

- 1<sup>st</sup> Time: Verbal reminder
- 2<sup>nd</sup> Time: Card is turned to orange - Warning
- 3<sup>rd</sup> Time: Card is turned to red – Conduct Slip sent home to be signed by parent/guardian and returned to school the next day

## **Grades 3 & 4:**

### **Classroom Rules:**

1. Follow directions the first time they are given
2. Keep hands, feet and objects to yourself

3. Raise you hand to be called upon before speaking during teaching time
4. Bring all required supplies to class
5. No teasing or name calling
6. Give your best effort

The children will be encouraged to help themselves and each other in following the rules of our classroom. Please try to encourage and reinforce any positive behaviors at home as well. If a child does not choose to follow our plan, the following will take place:

### **Behavior Plans:**

This system will work on a daily basis; all students begin every day with a fresh start.

#### **Grade 3:**

- 1<sup>st</sup> Time: Warning and their name is recorded
- 2<sup>nd</sup> Time: 3 minute late for lunch
- 3<sup>rd</sup> Time: 3 minute late for lunch and 10 minutes loss of recess - - Conduct Slip sent home to be signed by parent/guardian and returned to school the next day
- 4<sup>th</sup> Time: 3 minutes late for lunch, 10 minutes loss of recess and call parents/guardians

**Severe Disruption: Student will be sent to the principal's office**

#### **Grade 4 (1<sup>st</sup> trimester)**

- 1<sup>st</sup> Time: Warning – Conference with Teacher
- 2<sup>nd</sup> Time: No Recess
- 3<sup>rd</sup> Time: Conduct Slip sent home to be signed by parent/guardian and returned to school the next day
- 4<sup>th</sup> Time: Conference with teacher, student and parents/guardian

During the 2<sup>nd</sup> and third trimester 4<sup>th</sup> grade will follow the behavior plan as described below for grades 5 through 8.

### **D. Grades 5-8:**

Every student will be issued a Behavior Card to be affixed inside the back of his/her homework notebook. A master copy of every student's Behavior Card will be maintained by his/her homeroom teacher. When an inappropriate behavior occurs, the supervising teacher or staff authority will issue a demerit and mark the student's Behavior Card accordingly. If the student is not in class when a demerit is issued, the supervising teacher or staff authority will issue said demerit via Behavior Report and the demerit will be recorded on the student's Behavior Card by his/her homeroom teacher upon returning to class. Parents/Guardians are encouraged to check the Behavior Card regularly.

Demerits are issued in the area of organization and behavior. Demerits issued for organization will not accumulate and count against a student with regard to possible suspension and/or expulsion. Behavioral demerits will accumulate each trimester and follow the procedure outlined in the handbook

**When a student receives enough demerits to warrant a detention a Conduct Slip will be sent home. The Conduct Slip must be signed by the parents/guardians and returned to school the next day. Failure to return a signed Conduct Slip will result in an additional demerit being assigned to the student's Behavior Card.**

**Organization = 1 demerit**

- A. Prepared for class
- B. Noncompliance
- C. Books not covered
- D. Academic folder
- E. Tardy (beginning of the day)
- F. Other

**Behavioral = 1 demerit**

- G. Gum/candy/food during class
- H. Running in the hall/classroom
- I. Speaking at inappropriate times
- J. Other

**Behavioral = 2 demerits**

- K. Inappropriate language/behaviors/or gestures
- L. Disruption in any class
- M. Rowdiness/Scuffles
- N. Not following classroom rules
- O. Irreverent during Prayer/Church
- P. Other

**Behavioral = 5 demerits**

- Q. Use of a cell phone, Ipad or electric device during the school day
- R. Blatant disrespect to authority or peers
- S. Cheating (Call from teacher to parent, also subject to academic penalty)
- T. Engaging in inappropriate displays of affection
- U. Bullying another student/harassment
- V. Defacing school property
- W. Forgery

**Behavioral = 20 demerits**

- AA. Serious Fighting
- BB. Leaving school premises without permission during school hours
- CC. Altering School Record
- DD. Other

**Behavior = 30 demerits and automatic probation**

- EE. Deliberate vandalism
- FF. Possession or use of alcohol/drugs/tobacco
- GG. Possession or use of a weapon/firearm
- HH. Assaulting a school employee or other person
  - II. Sale or distribution of illegal/prescription/OTC drugs
- JJ. Other

**The following is the demerit system disciplinary action:**

**5 Demerits** - Detention on Wednesday Afternoon 2:30 PM to 3:15 PM

**10 Demerits** - Detention on Wednesday Afternoon 2:30 PM to 3:15 PM

**15 Demerits** - Detention on Wednesday Afternoon 2:30 PM to 3:15 PM and Conference with parents and student

**20 Demerits** - Suspension/Conference with principal parents/guardians and student

**25 Demerits** - Two day suspension. Meeting with principal, parents/guardians and student

**30 Demerits** - Three day suspension and probation

After **35 Demerits** in one trimester, the student will be on **probation**. Any further disciplinary action will result in the Principal instituting the expulsion proceeding or the parent's/guardian's option of withdrawing their child from St. Nicholas Academy.

**36 Demerits** - Expulsion (Principal's Discretion)

Suspension or expulsion of student requires the action of the School Principal. All responsible alternatives should be considered. The principal is the final recourse in all disciplinary matters.

**This system will work on a trimester basis. Each trimester the student will start over and receive a new Behavior Card.**

### **SUSPENSION/EXPULSION DEFINITIONS**

#### **D. IN SCHOOL SUSPENSION:**

The student is kept in school but is assigned to a designated, supervised area outside of the departmental setting. Academic work is assigned and will be graded by teachers. Students may not participate in extracurricular activities during the suspension.

#### **E. OUT OF SCHOOL SUSPENSION:**

In certain situations that are extreme or not provided for in the demerit system, the administrator may find it necessary to issue an out of school suspension. The administrator will determine the terms of and the length of the out of school suspension and notify the parents/guardians in writing. Before a student may return to class, the student and his/her parents/guardians must meet with the administrator.

#### **F. EXPULSION:**

A student may be removed from the school community.

### **OFFENSES RESULTING IN IMMEDIATE EXPULSION**

A student is liable for immediate expulsion from school for the following reasons:

1. Possession, use, or sale of illicit drugs, alcohol, tobacco products, or other hallucinogenic substances on school grounds or at school sponsored events.
2. Physical assault or verbal harassment of any student, member of the staff, or other person in authority.
3. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof.
4. Arson.
5. Bomb Threat.
6. Gross Misconduct.

### **Procedures to be followed in case of expulsion:**

1. The case will be discussed with relevant staff, parents/guardians.
2. The parents/guardians and student will meet with the administrator.
3. Written notice will be sent to the parents/guardians stating the reasons for the student's expulsion.
4. The student's withdrawal/expulsion will be reported to the Attendance Department of the student's local public school district.
5. A report will be sent to the Archdiocese Superintendent of Schools on each student dismissed from St. Nicholas Academy.

The administrator is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents/guardians of the disciplined student.

### **G. VIOLENT AND/OR THREATENING BEHAVIOR:**

Threats of physical violence or emotional intimidation will not be tolerated at St. Nicholas Academy. Students exhibiting any behavior considered threatening, overly intimidating, or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration.

Indefinite suspension or expulsion may result as a consequence of such behavior.

Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to a minimum one-day suspension from St. Nicholas Academy.

### **H. SEXUAL HARASSMENT POLICY:**

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored Activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted sexual touching, patting, verbal/written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Any student who believes he/she is being sexually harassed needs to report such behavior to a parent, teacher, or the administrator.

### **I. BULLYING AND TEASING POLICY:**

Everyone at St. Nicholas Academy is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when an individual or group of individuals keep(s) taunting, hurting, frightening, threatening, excluding or isolating a targeted student. ANY TYPE OF BULLYING WITNESSED AT ST. NICHOLAS ACADEMY SHOULD BE REPORTED IMMEDIATELY TO THE PRINCIPAL AND TEACHERS.

## **DRESS AND PERSONAL APPEARANCE**

At St. Nicholas Academy, emphasis is placed on modesty, cleanliness, and good grooming. We expect our students to be presentable and representative of high standards. Uniforms should be clean, in good repair, and the appropriate size. For any regulation to be effective it must be observed by all. Complete cooperation is expected. If, for serious reason, the student cannot comply with the dress code, a **written** excuse must be sent to school **each day**. The parents will be notified if a student does not comply with the dress code.

The teachers enforce the dress code and the principal is the final judge. If a student violates the dress code, a uniform from the uniform exchange will be provided for the day. If no uniform is available, the parent/legal guardian will be requested to provide the appropriate clothing for the student so that the student may return to class.

## **UNIFORM AVAILABILITY**

St. Nicholas Academy uniform items are available at Risse Brother, Formerly Campus Outfitters; visit the Risse Brothers website at [www.rissebrothers.com](http://www.rissebrothers.com) or visit the store in Cincinnati located at 33 Tri-County Pkwy, 45246. The store in Cincinnati stocks ALL uniform apparel. The phone number of the local Risse Brothers store is 772-4260. Hours of operation are Tuesday 10:00 A.M.-7:00 P.M. and Wednesday-Saturday 10:00 A.M.-5:00 P.M.

Uniforms may also be purchased from other Uniform companies but MUST be in compliance with the established uniform described below. Those wishing to purchase jumpers, skirts and skorts must insure that the established plaid is purchased

## **BOYS UNIFORM**

**All Grades: UNIFORM SHIRT:** Burgundy (color should be consistent with Risse Brothers brand) or white 3 button polo shirt. Short sleeved or long sleeved may be worn. Grades K-5 may wear white turtleneck in place of uniform shirt. Shirts must be worn tucked in. Only a solid white t-shirt may be worn under the uniform shirt.

**All Grades: UNIFORM PANTS:** Khaki or black uniform dress pants may be worn with a white or burgundy 3 button polo shirt. No cargo, no corduroy, or trendy style pants.

**All Grades: UNIFORM SHORTS:** Khaki or black Bermuda length uniform shorts worn with a white or burgundy 3 button polo shirt. Shorts must be Bermuda length. They may not exceed below the knee. Must be worn as constructed at waist and not below the waist. Shorts may be worn all year round. No cargo, or trendy style shorts.

**All Grades: V-NECK SWEATER VEST:** may be worn in burgundy only over uniform polo shirt. (Burgundy should be consistent with Risse Brothers colors). Burgundy v-neck sweater vest is available through Risse Brothers.

**All Grades: BELTS** required with all PANTS and SHORTS. If they have belt loops, a belt must be worn.

**All Grades: UNIFORM SWEATSHIRT and FLEESE:** (This is a Risse Brothers item). This will be the ONLY sweatshirt or fleese permitted to be worn during school. It must be ordered through Risse Brothers. Options are: burgundy sweatshirt with white school logo/letter embroidery or dark gray sweatshirt with burgundy school logo/letter embroidery. Child's name, with the option of first OR last name, OR simply their initials may be embroidered ONLY on cuff or waistband (near hip). Likewise, students may also wear the official SNA Fleese which can be purchased through Risse Brothers.

**All Grades: SHOES:** Casual shoes or gym shoes only. (Foot must be covered heel to toe). No CROCS, NO HEELY'S, NO DRESS BOOTS, NO MILITARY STYLE BOOTS.

**All Grades: SOCKS:** Socks must be seen over the shoe and can be white, burgundy, gray or black. No logos/letters on socks. Tights may be worn in white, burgundy, or gray and can be worn with jumper/skirt/skort. When wearing khaki shorts/pants socks must be white or tan. When wearing black shorts /pants socks must be white or black.

**All Grades: GYM UNIFORM:** 2 options: First option is that students may wear any appropriate gym shorts and T-shirt. No profanity, or inappropriate words, phrases or pictures are permitted on gym shorts or t-shirts. Shorts and t-shirts must be suitable for movement in gym class and fit appropriately. Second option is that students may

purchase the designated gym uniform, which is optional, through the Risse Brothers. This is a t-shirt with school logo/mascot and shorts with school logo as specified through the Campus Outfitters order form. (See school uniform sweatshirt/gym uniform order form). Gym shoes and socks.

**All Grades: JEWELRY:** Boys are not permitted to wear earrings.

**HAIR:** Hair must be clean and well groomed, out of the eyes. NO EXTREME colors or highlights. Hair must be trimmed above shirt collar.

**PROHIBITED: TATTOOS, RADICAL HAIR STYLES AND COLORS, BODY PIERCINGS AND ANY NEW FADS.**

**DRESS CODE IS ENFORCED BY TEACHER'S/PRINCIPAL. VIOLATIONS OF THE DRESS CODE TO BE ADDRESSED BY THE PRINCIPAL.**

### **GIRLS UNIFORM**

**All Grades: UNIFORM SHIRT:** Burgundy (color should be consistent with Risse Brothers), or white 3 button polo shirt or a white collar school blouse. Shirts/blouses may be long sleeved or short sleeved. Grades K-5 may wear a white turtleneck in place of uniform shirt. Shirts must be worn tucked in. Only a solid white t-shirt may be worn under the uniform shirt.

**Grades K-5: JUMPER-V-neck** burgundy/gray plaid Risse Brothers jumper worn with either white, or burgundy 3 button polo shirt or a white collar school blouse. Shorts must be worn under jumper at all times and must be no longer than the uniform jumper. Tights may also be worn under jumper in colors white, burgundy or gray. Jumper must be worn as constructed. Length of jumper must be no more than 3 inches above the knee (when kneeling).

**Grades 6-8: SKIRT-**Pleated burgundy/gray plaid Risse Brothers skirt worn with either white, or burgundy 3 button polo shirt or white collar school blouse. Skirt must be worn as constructed. Skirts must not be rolled at the waist. Length of skirt must be no more than 3 inches above the knee (when kneeling).

**All Grades: SKORT-**Burgundy/gray plaid Risse Brothers skort worn with either white, or burgundy 3 button polo shirt or white collar school blouse. Skort may be worn all year round. Skorts must be worn as constructed. Skorts must not be rolled at the waist. Length of skort must be no more than 3 inches above the knee (when kneeling). Only the uniform plaid skort is acceptable in a skort. No khaki skorts.

**All Grades: SHORTS-**Khaki or Black Bermuda length, school uniform shorts worn with either white, or burgundy 3 button polo shirt or white collar blouse. Shorts may be worn all year round. Shorts must be Bermuda length and must not exceed below the knee either. No cargo shorts, stud-trimmed or piping trimmed shorts, no low waist, low rider, trendy-style shorts. Uniform shorts must be worn as constructed at the waist and may not be rolled at the waist. Length of shorts must be no more than 3 inches above the knee (when kneeling).

**All Grades: PANTS-**Khaki or Black uniform dress pants worn with either white or burgundy 3 button polo shirt or white collar blouse. No cargo, corduroy, low rider, Capri or trendy-style pants.

**All Grades: BELTS REQUIRED** with all PANTS and SHORTS. If they have belt loops, a belt must be worn.

**All Grades: CARDIGAN SWEATERS:** may be worn in burgundy or white over uniform polo shirt/blouse. (Burgundy should be consistent with Risse Brothers colors). Cardigan sweater options are available through Risse Brothers.

**All Grades: V-NECK SWEATER VEST:** may be worn in burgundy only over uniform polo shirt/blouse. (Burgundy should be consistent with Campus Outfitters colors). Burgundy vest is available through Campus Outfitters.

**All Grades: UNIFORM SWEATSHIRT and FLEESE:** (This is a Risse Brothers item). This will be the ONLY sweatshirt permitted to be worn during school. It must be ordered through Risse Brothers.

Options are: burgundy sweatshirt with white school logo/letter embroidery or dark grey sweatshirt with burgundy school logo/letter embroidery. If desired, child's name, with the option of first OR last name, OR simply their initials may be embroidered ONLY on cuff or waistband (near hip). See uniform sweatshirt/gym uniform order form.

**All Grades: SHOES:** Casual shoes or gym shoes only. (Foot must be covered heel to toe). NO CROCS, NO HEELY'S, NO DRESS BOOTS, NO MILITARY STYLE BOOTS.

**All Grades: SOCKS:** Socks must be seen over the shoe and can be white, burgundy, gray or black. No logos/letters on socks. Tights may be worn in white, burgundy, or gray and can be worn with jumper/skirt/skort. When wearing khaki shorts/pants socks must be white or tan. When wearing black shorts/pants socks must be white or black.

**All Grades: GYM UNIFORM:** 2 options: First option is that students may wear any appropriate gym shorts (backside of shorts should be plain with no words, pictures, etc.) and t-shirt. No profanity, or inappropriate phrases, or words are permitted on gym clothes. Shorts and t-shirts must be suitable for movement in gym class and fit appropriately. This is a t-shirt with school logo/mascot and shorts with school name as specified through the Risse Brothers order form. (See school uniform sweatshirt/gym uniform order form). Gym shoes and socks.

**All Grades: JEWELRY:** Only one earring per ear, no dangles, no hoops.

**HAIR:** Hair must be clean and well groomed, out of the eyes. NO EXTREME colors or highlights for girls.

**PROHIBITED: MAKE-UP, NAIL POLISH, TATTOOS, RADICAL HAIR STYLES AND COLORS, BODY PIERCINGS AND ANY NEW FADS.**

DRESS CODE IS ENFORCED BY TEACHERS/PRINCIPAL. VIOLATIONS OF THE DRESS CODE TO BE ADDRESSED BY THE PRINCIPAL.

### **CAFETERIA**

A nutritious hot lunch is offered daily during the school year. **Orders must be placed and paid for in advance.** Money is collected in the homeroom on a daily basis. You may pay for any number of lunches or drinks at that time. The monthly menu will be sent home in the WEEKLY COMMUNICATION", and posted on the school website. Milk, orange drink, ice cream and snacks are sold in the cafeteria. Students are not permitted to bring carbonated drinks or purchase them at school. **Parents are not permitted to bring a fast food lunch to school for their child.** Please pack nutritious lunches for your child. For the protection and safety of our students, all students are required to eat lunch at school.

With the start of the 2010 school year St. Nicholas Academy will also offer the Federal Lunch Program and students who are eligible according to the established standards may receive a free or reduced price lunch. Registration forms for this program are sent home at the start of the school year and are available throughout the school year from the school office should a family status change.

### **PLAYGROUND POLICIES**

Students must conduct themselves properly on the playground, or they will lose playground privileges.

Students may not leave the playground without the permission of a supervising adult. Only students from St. Nicholas Academy should be on the playground during recess and lunch times. Infants and preschoolers may not be sent to the playground unsupervised by an adult.

## FIELD TRIPS

The teacher, in consultation with the principal, will arrange field trips that relate to specific units of study or provide for the enrichment of the students. The teacher or homeroom parent will make arrangements in the event that chaperones are needed to assist with supervision. Written permission from parents/legal guardian is required before any student can accompany the class on a field trip. Students generally wear school uniforms unless the nature of the trip calls for another type of dress that follows our out of uniform policy. There usually is a charge to cover transportation and entrance fees.

Field trips are privileges afforded to students; no student has absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still required to attend school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.

**Bicycles:** Students are permitted to ride their bicycles to school. Bicycles must be locked to the metal bike racks next to the school building. Also, for safety reasons, bicycles may never be ridden anywhere on the school property during school hours - 7:45 AM – 2:45 PM.

**Cell Phones:** Students may not use cell phones during the school day. Cell phones will be confiscated if used by students during the school day and may be picked up by parents in the school office.

**Class Parties:** Student birthday treats may be brought to school with prior approval from the teacher. These should be simple, individually packaged, and easy to distribute at the end of the day or at noon. Carbonated drinks or gum are not permitted as a birthday treat. Invitations to parties that are held outside of school may only be distributed on school grounds if an entire group is invited, such as all of the boys, all the girls, or the entire class; otherwise, please mail them. Parties for holidays will be planned between the homeroom parents and the classroom teacher. Halloween, Christmas, Valentines' Day, the teacher's birthday, and an end of the year party are usually celebrated by all of the classes.

**Lost and Found:** Students' names should be on everything they bring to school. If you notice that something is missing, ask your child to get permission to check the Lost and Found. At the end of each quarter, unclaimed and unmarked articles are donated to the St. Vincent de Paul Society.

**Motorbikes and Mopeds:** Students may not ride motorized vehicles to St. Nicholas Academy.

**Phone:** No students may use any phone at any time without permission from teacher/supervising adult. Phone calls will only be permitted for **true emergencies**.

**Roller blades and Skateboards:** Roller blades and skateboards are not permitted on school/parish grounds.

**Sports and Handbook:** The school handbook and its policies shall override all other rules and regulations set forth by the sports programs.

**Visitors:** All people visiting the school for any reason must sign in at the office and receive a visitor's badge.

**Volunteers:** Volunteers are welcome and an integral part of St. Nicholas Academy. Volunteers should park on the street or behind the cafeteria, never on the playground. All volunteers must sign in at the school office and wear

a volunteer badge.

All volunteers are **required** by the Archdiocese of Cincinnati to show evidence of attendance at an **Archdiocesan Child Protection Workshop** and be fingerprinted by designated Archdiocesan personnel to determine if they may interact with children. Workshops and fingerprinting are available throughout the school year at sites specified on the Archdiocesan website. When being fingerprinted indicate all parishes and schools for which you will be volunteering or working.

### **WELLNESS PLAN**

St. Nicholas Academy has a current, written, Wellness Plan as required by the federal government through the passage of Public Law 108: Section 204.

This plan provides for the integration of nutrition and physical education throughout the school day. It encourages the availability of nutritious meals and snacks to the members of the school community. It also encourages daily physical activity as an important part of student health. St. Nicholas Academy has created and implemented this plan with input from health professionals. Copies are available upon request.

### **CRISIS RESPONSE PLAN**

In conjunction with local safety and emergency personnel, St. Nicholas Academy has a current, written Crisis Response Plan that covers a variety of emergency situations ranging from severe weather to other situations that threaten the safety of students. As a part of this plan, parents/legal guardians are asked to provide a list of responsible adults to whom the school is permitted to release their children in the case of an emergency when the parents/legal guardians cannot be reached.

The Crisis Response Plan also addresses mental health issues that could arise from these or other scenarios. Please inform school personnel if any circumstance arises in which this type of support would be needed or beneficial.

### **TORNADO DRILL**

Tornado drills are practiced periodically. In the event of a tornado watch, the weather will be monitored. In the event of a tornado warning, students will leave their classrooms and go to their designated places remaining there until the warning is lifted. **Parents are asked not to come to school during tornado warnings for any reason.**

### **FIRE DRILL**

Fire drills are conducted as required by state regulations. Annual inspections by local and state officials ensure that the school procedures and building meet state and local fire codes. For the safety of all, the students must proceed in an orderly and quiet manner when evacuating the building during a fire drill.

### **EMERGENCY CLOSING**

If for any reason, such as bad weather, classes must be canceled or delayed, an announcement will be made through the local media. **PLEASE DO NOT CALL THE SCHOOL.** When school will be delayed the first call goes to WLWT channel 5 and then to the other networks and radio stations. If classes are cancelled there is also no before school care. If classes are on delay students may be dropped off early at the school office.

**THE Automated Call Service will be used when it is necessary to call off school. PLEASE UPDATE THE OFFICE WITH TELEPHONE NUMBER CHANGES THROUGHOUT THE SCHOOL YEAR.**  
**Please provide a number or numbers for a morning call and a daytime call should school be called off early.**

## **EMERGENCY DISMISSAL**

As per our Crisis Response Plan, emergencies must be dealt with in an expedient and convenient manner in order to ensure the safe dismissal of all students. This dismissal could come as a result of severe weather, utility failure, directives from civil defense officials, etc. Depending on the situation, this dismissal may be from school/parish grounds or an off-site safe area. This dismissal plan may need to be put into effect before, during or after regular school hours depending on the emergency/crisis.

Every attempt will be made to dismiss the students to the parent/legal guardian. In the event that the parent/legal guardian cannot be reached, each family is asked to list a maximum of 8 adults with whom their child/children) may be dismissed. These adults will be required to bring identification and to sign a dismissal form before the school will release student(s) to their care. If verification is not available, we will rely on student recognition of the adult.

This list will be kept on file for the entire school year and will be updated each school year.

## **PTO**

The Parent Teacher Organization is a vital link of communication between home and school. Parents are urged to join and to take an active part in this very important group. Through volunteer efforts, fundraisers, and other activities, the PTO gives support to the faculty and principal and provides special programs, field trips, and materials for our children. PTO meets on the second Thursday of the designated months, starting with September at 7:00 PM, in the school cafeteria. Watch the WEDNESDAY COMMUNICATION and the monthly calendar for specific months and dates. All are welcome.

## **CONCLUSION**

**Children are, in the most real sense, a special gift of God, our greatest responsibility, and the most significant contributing factor to the world in which they will live as adults. Parents, teachers, and administrators have an immense responsibility to these children and to God. At St. Nicholas Academy, it is believed that this responsibility can best be met by working together in close communication and in realization of our goal: A Catholic Christian Community.**

Most parents find a level of school involvement with which they are comfortable. Very few parents in any school are really comfortable if they have no involvement at all with the community in which their children spend most of the day. It is the hope of the faculty and staff of St. Nicholas Academy that the years spent here by parents and students will result in growth toward more meaningful Christian lives. Catholic Christian education is the goal. Supportive collaboration and deep mutual respect are the primary means that help promote this goal at St. Nicholas Academy.