



# ST. NICHOLAS CATHOLIC SCHOOL FAMILY HANDBOOK 2024-2025

**United by the love of Christ, St. Nicholas Catholic School, in partnership with parents and parish, teaches the fullness of the Catholic faith, fosters academic excellence, and nurtures a community of disciples.**

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## MESSAGE FROM THE PRINCIPAL

Dear Parents,

Welcome to St. Nicholas Catholic School! In choosing St. Nicholas, you are giving your children a great spiritual and academic foundation. We are committed to forming saints and scholars that “set the world on fire,” (Saint Catherine of Siena).

The faculty and staff are excited to help your children achieve their potential as they strive to live, learn, and serve with the compassion of Christ. We take our role as disciple and teacher very seriously, and look forward to partnering with all of you.

This Parent/Student Handbook reflects the policies of St. Nicholas Catholic School for the 2024-2025 school year. Please read this document carefully and share it with your children.

Together let us pray that God, who has begun this good work in us, carries it through to completion.

Yours in Christ,

Kristen Morga O.P., Principal  
Saint Nicholas Catholic School

## DIRECTORIES

### 2021-2022 SCHOOL FACULTY AND STAFF

Principal	Kristen Morga	fread@sncsgh.org
Pre-School	Carolyn Smith	csmith@sncsgh.org
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Reading Specialist	Alicia Slanschek	aslanschek@sncsgh.org
Spanish	Margarita Gutierrez	mgutierrez@sncsgh.org
Physical Education Teacher	Ashley Hoffman	ahoffman@sncsgh.org
Development Director	Kim James	kjames@sncsgh.com
Office Manager	Karen Heins	kheins@sncsgh.org
Before School Care	Rosa Bustillos	<a href="mailto:rbustillos@sncsgh.org">rbustillos@sncsgh.org</a>
After School Care	Sophia S	<a href="mailto:ssmyrni@sncsgh.org">ssmyrni@sncsgh.org</a>

### PARISH ADMINISTRATION

Pastoral leader	Fr. Mark Guzman	fmark@stnicholascc.org
PAA	Patrick Sharkey	patrick@stnicholascc.org
Bookkeeper	Mark Hayes	markh@stnicholascc.org
Liturgy Director	Mark McKibben	markmck@stnicholascc.org
Sacramental Prep Director	Nina Potter	nina@stnicholascc.org
Youth Ministry	Chloe Iverson	chloe@stnicholascc.org
Administrative Assistant	Rosemary Sam	rosemary@stnicholascc.org
	Christopher Polinski	chris@stnicholascc.org
Maintenance	Brian Sanderson	brian@stnicholascc.org

### SCHOOL COMMISSION MEMBERS

Christopher Perez, Chair	christopher.perez74@gmail.com
Kim Cummins, Secretary	kimingigharbor@comcast.net
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## **PARENT-TEACHER ORGANIZATION MEMBERS**

President	Margaret LaPlante	margaretlaplante@gmail.com
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Secretary	Jennifer Perez	jmacperez@gmail.com
Treasurer	Brian Dodson	jmacperez@gmail.com
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New Family Ambassador	Tabitha Bohren	tabithaherbert@gmail.com
PTO Support	Sandra Estudillo	estudillo.s@gmail.com
Room Parent Liaison	Emily Mottino	rider1331@yahoo.com

## ST. NICHOLAS INFORMATION

### **SCHOOL LOCATION**

St. Nicholas is a Preschool through 8th grade Catholic elementary school. It is located at 3555 Edwards Drive, Gig Harbor, WA 98335

### **SCHOOL PHILOSOPHY**

As a faith-centered school we serve our parish and community through prayer and action. Working together with home and Church, the focus of our instruction is to help students achieve their highest individual potential, to model Gospel values to others, and to become life-long learners in a global community.

### **HISTORY OF ST. NICHOLAS CATHOLIC SCHOOL**

A prayer group, comprised of parishioners from St. Nicholas in Gig Harbor and St. Gabriel in Port Orchard, discerned that there was a great need for a Catholic school on this side of the bridge. They went on to form Holy Family School, an independent Catholic School. Holy Family School later became St. Nicholas Catholic School when it was incorporated as a parish school within the Archdiocese of Seattle. The school's mission and philosophy statements were modified in 2000 to reflect the new affiliation with the St. Nicholas Parish.

The parishioners of St. Nicholas Catholic Church generously helped St. Nicholas establish itself on the church grounds. The school campus consists of five modular buildings surrounding a grass courtyard. These buildings house one class for each grade, and our administrative and development offices. Several classes are held in the Parish Hall.

Students come to St. Nicholas primarily from Gig Harbor, the Key Peninsula, and South Kitsap County.

## MISSION STATEMENT

### **ARCHDIOCESE OF SEATTLE**

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### **OFFICE FOR CATHOLIC SCHOOLS**

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades Pre-K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

### **ST. NICHOLAS PARISH**

St. Nicholas Roman Catholic Parish is a community of disciples called to grow in holiness and lead all to the Father through Jesus Christ. United in the Eucharistic Sacrifice and anointed by the Holy Spirit, we reverently celebrate the Liturgy, boldly proclaim the Truth of the Gospel, and courageously lead a life of Christian Love.

### **ST. NICHOLAS SCHOOL**

United by the love of Christ, St. Nicholas Catholic School, in partnership with parents and parish, teaches the fullness of the Catholic faith, fosters academic excellence, and nurtures a community of disciples.

## NOTICE OF NON-DISCRIMINATORY POLICY

St. Nicholas School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

## ACCREDITATION

### **WESTERN CATHOLIC EDUCATION ASSOCIATION**

St. Nicholas School was first accredited October, 2011, by the Western Catholic Education Association.

Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for 2027.

## COVENANTS

### COMMUNITY COVENANT

St. Nicholas School community is a covenant community. The teachers and staff at St. Nicholas School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at St. Nicholas Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Nicholas Catholic School agree to:

- teach the fullness of the Catholic faith, foster academic excellence, and nurture a community of disciples
- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards and expectations for behavior and be fair and consistent in discipline;

### CATHOLIC SCHOOL STUDENT'S COVENANT

Student at St. Nicholas Catholic School are blessed by the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will strive to:

- follow the Student Learning Expectations (SLEs) by being
  - faith-filled Catholics
  - responsible disciples
  - enthusiastic lifelong learners
  - engaged citizens
- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.

- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

## **CATHOLIC SCHOOL PARENT’S COVENANT**

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Nicholas Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Nicholas Catholic School. Parents understand that their child’s teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model while on campus, involved in school related activities and matters, and by regularly attending Sunday Mass, or church service, with their children, .
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Nicholas School Handbook.
- accept and embrace the diversity at St. Nicholas Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.



## ADMISSION AND ENROLLMENT POLICIES

### GENERAL INFORMATION

It is understood that St. Nicholas School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Nicholas School. St. Nicholas School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
  - a. Current students presently enrolled at St. Nicholas School.
  - b. Students of families who have children presently enrolled in the school.
  - c. Students of families who are registered, supporting and active in St. Nicholas Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
  - d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
  - e. Baptized Catholics who are not covered by the above qualifications.
  - f. Non-Catholic students.
  - g. When the applicants are equal, the following will be taken into consideration:
    - i. Longevity in the St. Nicholas Parish;
    - ii. Children/siblings of alumni of St. Nicholas School;
    - iii. Grandchildren of long-time parishioners; and
    - iv. Results of any interviews deemed necessary by the Principal.
  - h. As in all school policies, the final decision is made by the Principal and Pastoral leader of St. Nicholas.
2. Non-Catholic students will be eligible for admission if space is available after April 1st. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.

3. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
  - a. [17] in pre-kindergarten
  - b. [20] in kindergarten
  - c. [20] in 1<sup>st</sup> – 8<sup>th</sup> grades
4. St. Nicholas School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
5. Final admission of students may depend upon the results of an interview with the principal and review of current school records and entrance exam results.
6. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
7. Final acceptance will be submitted in writing (email) to all new families admitted for the following school year.
8. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31<sup>st</sup> immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
9. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
10. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations. Parents must adhere to the parent covenant.
11. Registration will begin each year during Catholic Schools' Week at the end of January.

## **INTERNATIONAL STUDENTS**

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. Nicholas School must have complete legal documentation required by the United States government in order to do so.

## **STUDENTS WITH LEARNING DIFFERENCES**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Nicholas School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Nicholas School will consider:

1. the severity and degree of the disability;

2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's or parent's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Nicholas school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Nicholas school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Nicholas School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Nicholas School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the school office.**

## **ADMISSION FOR RE-REGISTRATION**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must return the mid-January intent form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.

2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance.
3. Non-compliance could result in a change of tuition contract status.

## **WITHDRAWAL OF STUDENTS**

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Nicholas School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

## **WITHDRAWAL REGARDING FINANCIAL MATTERS**

St. Nicholas School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Nicholas School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31<sup>st</sup>, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 95% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

## RIGHTS OF THE SCHOOL AND RELATIONSHIPS

### **PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

### **RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **SEARCH AND SEIZURE**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **USE OF STUDENT INFORMATION AND PICTURES**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **USE OF SCHOOL/PARISH GROUNDS**

St. Nicholas School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

### **SCHOOL/HOME RELATIONSHIPS**

St. Nicholas School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Nicholas may require parents to withdraw their children and sever their relationship with the school.

## FINANCIAL POLICIES

### TUITION

#### General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

#### Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

#### St. Nicholas Tuition Rates

1. Tuition Rate
  - a. Each year, the School Commission will establish the actual cost of educating a student at St. Nicholas School to determine tuition rates for all students.
  - b. The school office will report all tuition obligations in arrears to the parish bookkeeper.
  - c. The parish office will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.
  - d. If there is a financial challenge being incurred by a family, the family should notify the school directly. There is a process for applying and receiving St. Nicholas scholarships and there is a deep commitment to make sure all our families have the financial support they need.
  - e. For returning students, family financial obligations will be assessed each spring.

#### TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is paid through FinalSite Tuition Management. Families are required to set up their payment account and the school will enter the tuition amount. Payments are scheduled to meet the family

needs. The only exception to using FinalSite is when a family wants to pay up front with a 3% pay-in-full benefit. This pay-in-full tuition is due on or before the 1st of August and credit cards are not accepted.

- B. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
  - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the parish bookkeeper.
  - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
  - c. If at the end of **ninety (90) days** the account has not been brought current, school services to the family may be immediately discontinued and the account can be referred to a collection agency.
- C. St. Nicholas School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- D. St. Nicholas offers four tuition options to school families:
  - a. Tuition paid in full August 5<sup>th</sup> by check direct to the school receiving a 3% discount
  - b. 2 equal payments (August and January)
  - c. 4 equal payments (August, November, February, May)
  - d. 10 equal payments (August through May)
- E. Families that are experiencing financial difficulties should contact the principal immediately.
- F. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. Nicholas School.

## **TUITION CONTRACTS or COVENANTS**

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Nicholas School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.

3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **St. Nicholas School Financial Aid**

Financial assistance through Saint Nicholas can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). A family who has submitted the application by the designated deadline will receive St. Nicholas School Financial Aid applications on request. The confidential form is processed by the school administration and awards are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Nicholas financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. St. Nicholas School families who belong to St. Nicholas Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the Fulcrum "Tuition Assistance Application" or request and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

### **Emergency Financial Aid**

Life status changes occur and St. Nicholas School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## **REGISTRATION AND FEES**

### **Student Registration Fees:**

1. Families of new or returning students must pay a registration fee per child to secure the student's placement at St. Nicholas School. The annual registration fee per preschool or prekindergarten students is \$125. The registration fee for Kindergarten through 8<sup>th</sup> grade students is \$200. All registration fees are non-refundable.
2. This registration fee for new students is due with the St. Nicholas School New Student Registration Application. The registration fee for returning students is due by a deadline date determined and disseminated through Constant Contact. Generally this deadline is April 30<sup>th</sup> but subject to change. Following the first registration fee deadline the rate increases by \$50 per student.



3. Registration begins the first Monday of February for new families.
4. All new students are required to take a placement test to determine how students will best be served at St. Nicholas, unless accommodations for a student are beyond St. Nicholas' resources and capabilities.

### Re-Registration:

Re-registration is held each year in January on the first Monday of Catholic Schools Week for families currently enrolled at St. Nicholas School. The registration process is complete when the school has received:

1. St. Nicholas School Intent to Return form
2. Required registration fee as outlined above.

### Building Fees:

Beyond registration and tuition, there are other additional fees that may be charged:

1. Book fees- the cost of textbooks and consumable workbooks
2. Technology fees- the cost of updating hardware and/or licensing fees licensing
3. Field Trips—Prices vary due to field trip destination and costs.
4. Chromebooks for all middle school students. In an effort to maintain internet safety and to ensure Chromebooks are used for academic purposes while at school, all Chromebooks must be purchased through the school. These Chromebooks will be synced with and tracked through our internet monitoring software, GoGuardian. Families are only charged the purchase price of the Chromebook.

## **FUNDRAISING**

Each school family will be required to participate in fundraising.

### **SCRIP**

1. One fundraiser at **St. Nicholas** School is the selling of SCRIP or gift cards. For complete details please contact the front office or the SCRIP coordinator.
2. Parents who prefer to not participate in the purchase of SCRIP may buy out their requirement. A \$2400 SCRIP obligation (students in K – 8<sup>th</sup>) buyout is \$250. A \$1200 SCRIP obligation (students in preschool and prekindergarten only) buyout is \$125.
3. The SCRIP coordinator will call you when the SCRIP order is ready to be picked up. It is the policy of St. Nicholas to release SCRIP to the buyer only. If the buyer would like other arrangements to be made the buyer must communicate in writing to the SCRIP Coordinator that you relieve the school of the burden and establish an appropriate system for their family.
4. SCRIP profits from anyone else who purchases SCRIP and not a current St. Nicholas School family can designate the proceeds to a particular family or for the general fund. Please see the SCRIP coordinator for additional details. Any designations not listed must have approval by the principal and pastoral leader.

## AUCTION

1. The auction is **St. Nicholas** School’s largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. With support from the school Development Director, a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate or “procure” items for the auction. Families also have the option to buy out their donation/procurement obligation for a set fee. This money will be used to purchase quality items for the auction. (Please see **St. Nicholas** Financial Policies for additional information).
2. St. Nicholas REVENUE ALLOCATIONS
  - a. The proceeds from St. Nicholas shall be designated as follows:
    - i. 100% School Operating Account.
    - ii. Fund-An-Item for designated needs.
    - iii. Fund-A-Future for Tuition Assistance.
  - b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

## ANNUAL FUND

Parent participation is vital to the success of this appeal and parents are asked to give as best as they are able.

## SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 30 hours for a two-parent family with students in grades Kindergarten through 8<sup>th</sup> and 15 hours for a single-parent family or those with Preschool or Prekindergarten students only. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$40 per hour due May 31<sup>st</sup> each year.

It is the parent’s responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours and submit the hours to the Volunteer coordinator: [volunteers@sncsgh.org](mailto:volunteers@sncsgh.org) at the end of the month for recording purposes. A periodic update of recorded hours is available to all families throughout the school year.

**How can I fulfill my service hour commitment?** Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. A family may have 25% of their hours count from Parish activities such as serving during mass or readings. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, **D.R.E.A.M.** auction, SCRIP program, recycle drive, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

The following positions automatically meet the volunteer hour obligation for the year:

- School Commission
  - Chair

- o Vice Chair
  - o Secretary
  - o Members (in good standing)
- Parent/Teacher Organization (PTO)
  - o President
  - o Vice President
  - o Treasurer
  - o Secretary
  - o Volunteer Coordinator
- Auction
  - o Chair
  - o Committee Chair
  - o Sub-Committee Lead
- Room Parent
- Movie Night Coordinator
- SCRIP Sales Assistant
- Weekly Recess Monitor
- Weekly Lunch Monitor
- Athletic Director
- Sport Coach

## ACADEMIC POLICIES

**St. Nicholas** School exists to teach the message of Jesus Christ to its students. The curriculum taught at **St. Nicholas** School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Nicholas School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. **St. Nicholas** School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available on the **St. Nicholas** School website and/or school office.

### CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards (where the State Standards and NCCSS align with Church teachings). We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

### INSTRUCTION

The instructional program at **St. Nicholas** School continually strives toward implementing the best and most appropriate teaching practices. This includes a variety of learning styles, instructional strategies and content focus. To meet the needs of every learner, teachers gain knowledge of student needs and support through formative and summative assessments.

### RELIGION

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, **St. Nicholas** School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and building a community based in virtue.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

**Non-Catholic Students** are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They will be required to actively participate in such services. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

**Sacrament of Penance** - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

**Catechetical Formation in Chaste Living** - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.”

**Community Service** - Each student and class takes part in Christian service activities throughout the year.

**ACRE Test** – Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school receives a group report for each ACRE leveled assessment. St. Nicholas Catholic School uses this information in our school improvement plans.

**Mass - St. Nicholas** School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

## **ACADEMIC SUBJECTS**

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students will be placed in the appropriate math class based on skill level and teacher recommendation. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

**Social Studies/History** – Social Studies is taught in all grade levels incorporating the state standards. As a student in kindergarten through grade 8 we will learn about communities, geography, map skills, Washington State, U.S. and world history.

**Science** – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STREAM (Science, Technology, Religion, Engineering, Art and Math) activities that include engineering design and are consistent with the Churches teaching on faith and reason are infused into the curriculum.

**Music** – Music education is aligned with the WA State standards.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> grade curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

In an effort to maintain internet safety and to ensure Chromebooks are used for academic purposes while at school, all Chromebooks must be purchased through the school. These Chromebooks will be synced with and tracked through our internet monitoring software, GoGuardian. Families are only charged the purchase price of the Chromebook.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Nicholas School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Nicholas School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. St. Nicholas staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Art** - Art instruction takes place in Preschool and Prekindergarten classes through the direct teacher instruction. In grades Kindergarten through 5<sup>th</sup> grade various art projects centering on subject area, liturgical seasons and holidays is provided. An additional art program for Kindergarten through 8<sup>th</sup> grade students is provided four times per year through Hands-On-Art and is facilitated by the classroom teacher.

**Personal Safety** - St. Nicholas School uses an Archdiocesan required safety program in PreK through 8<sup>th</sup> grade. Current program is *Circle of Grace*™ program by Virtus.

**Band Program** –Bellarmine Preparatory offers band instruction on their campus only. Families can reach out to Bellarmine for information on enrolling.

### **Advanced Math Placement**

In the 7<sup>th</sup> and 8<sup>th</sup> grades, students may be placed in an advanced math group based on the following criteria.

**A student must:**

1. have a teacher recommendation as being an independent worker and learner
2. have an A- average with no trimester grade lower than B+ in order to enter advance placement status
3. pass all four basic computation skills time tests at mastery level – (Mastery level is 85% for 6<sup>th</sup> grade; 90% for 7<sup>th</sup> grade)
4. be able to solve story problems without help
5. be quick to recognize numerical and geometric patterns
6. apply thinking skills and mathematical reasoning
7. have homework scores consistent with test scores
8. have a history of turning work in on time

9. have a history of showing all steps in his or her work
10. have a history of asking teacher for help when needed
11. have a history of good attendance with minimal absences

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

### **Exception**

Teacher recommendation of exceptional math ability may be accepted in lieu of any one of the first three criteria. No other criteria will be considered for advanced placement status.

### **Assessment**

**St. Nicholas** School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Progress reports are sent home to parents 3 times a year and report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

### **Field Trips**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at **St. Nicholas** School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at **St. Nicholas** School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. School uniforms are to be worn on field trips unless otherwise indicated.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,

- Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
- Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
- Children under age 13 are required to ride in the back seat when practical to do so.

5. Children not enrolled in the school shall not accompany the class field trip.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

### **Student Service Hours**

Students are encourage to complete service hours outside of school sponsored service projects. School service projects may require support from home. Specific information for school wide and class-based service projects will be provided by the classroom teacher. 6<sup>th</sup> – 8<sup>th</sup> graders have specific requirements for community service as outlined by their homeroom teacher.

### **HOMEWORK**

The St. Nicholas School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

#### **Kindergarten and First Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

#### **Second and Third Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

#### **Fourth and Fifth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

#### **Middle School – Sixth Through Eighth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.



## Additional Homework Notes

1. Students in 6<sup>th</sup> – 8<sup>th</sup> grade are responsible for writing down their homework for each class in the student planner they receive in September. The cost of the planner is \$5. Parents may send cash or a check made out to SNCS to the school office.
2. Parents are strongly encouraged to check student planners each night to help students develop successful study habits.
3. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
4. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
5. Middle school students (Grades 6<sup>th</sup> – 8<sup>th</sup>) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

## Late Work

Middle school students that have late, incomplete or unsatisfactory work will miss electives until assignments are completed and submitted. Middle school students will also be expected to attend lunch or recess detention until their schoolwork is completed and submitted. Teacher discretion is taken into consideration on late long-term assignments and projects. In Pre K – 5<sup>th</sup> grade, the late work policy is under the discretion of the homeroom teacher.

## Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents are strongly encouraged to call the office to pick up school work if the student has been absent for more than one full school day.

## Grading

Students in the Pre-School/PreK are assessed using a three-tier grading scale, students in K-4 are assessed using a four-tier grading scale, and students in grades 5-8 are assessed on a percentage scale based on meeting the academic standards for their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents. Parents are asked to check their child(ren)'s grades on a regular basis, at a minimum once a week.

### **GRADING SCALE FOR Preschool and Pre K:**

Students are graded on a 3-tier scale: 1 = emerging/beginning, 2 = developing, 3 = proficient

### **GRADING SCALE FOR GRADES K - 4:**

- |   |                                  |
|---|----------------------------------|
| 4 | Exceeding Grade Level Standards  |
| 3 | Meeting Grade Level Standards    |
| 2 | Approaching Grade Level Standard |
| 1 | Below Grade Level Standard       |

N/A Not applicable at this time  
UA Not able to access

### **GRADING SCALE FOR GRADES 5 - 8:**

92 – 100%	Meeting Standards/Accomplished	+	Excellent
80 – 91%	Meeting Standard (Proficient)	√+	Above average
70 – 79%	Approaching Standard (Effective)	√	Satisfactory
0 – 69%	Below Standard (Needs Improvement)	√-	Needs Improvement
		-	Below average

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

### **PROGRESS REPORTS**

Frequent communication between home and school is encouraged regarding your child’s academic progress. Progress reports are sent home mid-trimester. Progress reports are not part of a child’s permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

### **REPORT CARDS**

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child’s progress. They are tools of assessment that are used to measure a student’s achievement, effort, and performance to date. A conference may be scheduled when needed to give a more complete view of a child’s overall progress.

### **PARENT-TEACHER-STUDENT CONFERENCES**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall grading period for all students and mid-winter if requested. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students’ work and progress in the classroom and to discuss with parents the ways to assist their children outside of the classroom. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are expected to attend. Attendance of Preschool, Pre-Kindergarten and Kindergarten students is up to the discretion of their teachers.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child’s teacher.

### **RETENTION**

If data suggests that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February conferences. A formal letter from the principal will be sent out by March 1<sup>st</sup> and a final decision regarding

the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Grade 6-8) does not pass two out of three trimesters in a core subject in the same year, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Nicholas School. In all cases, the final decision rests with the principal in consultation with the family and teacher.

### **ACADEMIC PROBATION**

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. Parents can support their students in meeting the goal by providing a quiet area, checking planners and help them with effective time management, getting a good night's sleep and proper nutrition. If there is no improvement during the probation period, the student may be asked to withdraw from St. Nicholas School.

### **ACADEMIC PROMOTION**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal in consultation with the teacher.

### **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at St. Nicholas School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

### **SCHOOL SUPPLIES**

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

### **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

### **TUTORING**

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

## DISCIPLINE AND BEHAVIORAL PROBLEMS

### DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

Purpose of discipline at St. Nicholas School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

### Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Nicholas School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

### Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to speak with the appropriate volume.
3. Students are to keep hands, feet, and other body parts to themselves.

4. Students are to speak respectfully to others (no profanity or name-calling).

## **DISCIPLINE REGULATIONS**

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

**The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.**

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

### **Time-Out or Processing**

After classroom/common area warnings have been given and the negative behavior continues, the student will be given an opportunity to think about their behavior and its affect. They will verbalize an appropriate response to the teacher and any other involved persons.

### **Behavioral Contracts**

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

### **Detention**

#### Lunch Detention

Lunch detention may be a consequence for defiant or disrespectful behavior.

### **Suspension**

Extreme or serious behaviors can result in an immediate suspension or expulsion, skipping less severe discipline options. Persistent and serious offenders may be asked to withdraw from St. Nicholas School.

#### In-School Suspension

Two Thursday-school infractions for behavioral reasons in a trimester will result in an in-school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal.

#### Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school’s reputation on or off campus, during a school or parish

sponsored activity that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

## **Expulsion**

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

## **BEHAVIORS**

### **Due Process**

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Nicholas School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

### **Harassment/Bullying**

St. Nicholas Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Nicholas School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Nicholas School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Nicholas School will review and investigate such matters in a professional and timely manner.

1. St. Nicholas School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Nicholas School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

## Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument. Not all conflicts can be avoided but our goal is to help students identify healthy alternatives through learning self-control and establishing boundaries.

## Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

(A) Physically harms a student or damages the student's property;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school, and that creates an intimidating, hostile or offensive school environment.

### Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
  - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
  - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
  - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

## **Bullying and Cyberbullying**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

## **Threats**

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.**

## **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline



## **Violent Behaviors**

St. Nicholas School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

### **Aggressive or Reckless Behavior**

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **Alcohol and Drug Policy**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Nicholas School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **Assault or Intentionally Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student is not tolerated. Students who engage in this type of behavior will result in a parent conference with teacher and/or principal before student returns to school

### **Criminal or Gang-Like Activity**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish-sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **Cheating**

St. Nicholas School strongly stresses that doing one's best work is more important than the grade. If a student cheats on a test, quiz or any assignment, or forges a signature on any test, note, or report, they will receive a failing grade on the test or assignment. Any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating may include, but is not limited to:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

### **Disturbances**

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

### **False Fire Alarms and Fire**

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms can be a misdemeanors subject to a fine up to \$1000.

**Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

### **Forgery**

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

### **Gambling**

Gambling on school/parish grounds is illegal and not allowed.

### **Hazing**

Hazing (an initiation tasks with the intention of causing humiliation and/or harm) is not allowed in any form or of any type at St. Nicholas School and can result in suspension or expulsion from school.

### **Insubordination**

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

### **Leaving School Grounds without Permission**

Any St. Nicholas student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

### **Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

### **Profanity**

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

### **Respect of Property**

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

## Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

## Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## SEARCHING STUDENT'S BELONGINGS

St. Nicholas School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

## WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items..

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

## Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's

investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.

3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the “no trespassing” order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the “no trespassing” order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

## SCHOOL POLICIES

### DAILY SCHEDULE

School begins promptly at 8:20 for K through 8<sup>th</sup> grades and dismisses at 3:00 p.m. each day except 2:00 p.m. on Wednesdays for teachers in-service. School begins at 8:30 for Preschool and Prekindergarten and dismisses at 11:30. Classroom doors will open ten minutes prior to the start of school. Children should not come to school before 8:05 AM since there is no supervision prior to that time. Children arriving before 8:00 AM or staying past dismissal and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

### CALENDARS

The school year calendar is posted on the school website, both month and year, and the yearly calendar is also posted in Helpful Links at the bottom of the weekly newsletter. Changes to the calendar will be sent home via email. Should you not receive the annual calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

### ATTENDANCE

#### Absences

St. Nicholas School hours are from 8:20 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office 253-858-7632 before 8:45 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, a primary emergency contact person may be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

#### Tardiness

The school day starts at 8:20 and a student is considered tardy if he/she is not in his/her classroom at 8:20. All students arriving after 8:20 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. If a student is consistently tardy their teacher(s) will reach out to parents to help find a resolution.

## Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

## Vacations

Daily attendance is an integral part of the educational experience at St. Nicholas School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. If you find it necessary to be away from school for any length of time please notify the front office and teacher in advance. Students are responsible for all work assigned during their absence.

## Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the St. Nicholas School website, Facebook, and Constant Contact email. The school may also utilize text messages to families regarding closure alerts. Please check for email messages. Please do not send students to school or **Extended Day** until it is confirmed that the school is open. **Extended Day** will open 15 minutes before the announced school starting time.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

## UNIFORMS

### Policy

St. Nicholas School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; three uniform infractions will result in the loss of a non-uniform day.

We feel that it is not only the school's responsibility to determine the student dress code, but also the student's and parent's responsibility to adhere to a dress code that is conducive to a proper learning environment. Ultimately, modesty should prevail, not the latest in fashion trends. We appreciate your attention to, concern with, and responsibility for the manner in which your child dresses for learning.

### Where to Purchase

New uniforms are available through approved uniform vendors. Used uniforms are available in our exchange closet.

## Expectations

Parents/guardians are expected to help children keep the school uniform rules. At St. Nicholas Catholic School, we wear uniforms in order to:

- discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the student to be directed to learning.
- assure that the dress standards of the school emphasize neatness.
- promote an image of pride both at and away from school.
- represent our Catholic school image.
- help create a positive climate of discipline and responsibility.
- provide cost effective clothing that is easily maintained.
- promote an attitude of moderation and modesty.

The school uniform policy applies to appearance as well as attire. Uniforms must fit well and be clean and in good repair. Shirts are to be tucked in.

## Appearance

Hair	Jewelry, Make-up, and Accessories
<ul style="list-style-type: none"> <li>* Hairstyles are to be neat, clean, and conducive to a quality-learning environment, while not drawing attention to oneself</li> <li>* Hair color should be one's own natural color, without dyes, bleaches, or streaks</li> <li>* Boys and girls are to keep their hair out of their eyes</li> <li>* Boys' hair should be cut above the eyes, above the collar, and above the ears.</li> <li>* Students will be sent home to have hair properly groomed if it is found to be extreme. This will be at the discretion of the principal.</li> <li>* Boys must be clean-shaven</li> </ul>	<ul style="list-style-type: none"> <li>* Make-up is not allowed. This includes eyeshadow, liner, mascara, tinted lip-gloss or balm, lipstick, foundation make-up or powder.</li> <li>* No fingernail polish or artificial fingernails</li> <li>* Students may wear a cross or religious medal. No other necklace is allowed.</li> <li>* Students may wear a watch. No other bracelets are allowed, with exception of medical alert bracelets.</li> <li>* Girls may wear one set of post earrings. They must be smaller than a dime. No dangling or hoop earrings.</li> <li>* No other jewelry is to be worn at school.</li> <li>* Hair bows, ribbons, and barrettes in black, gray, navy, light blue, white, or blue plaid are allowed, as long as they are not a distraction. No oversize bows or headbands, no sparkles or sequins.</li> <li>* No tattoos, body art, or facial piercings.</li> </ul>



## Mass Uniform

Girls	Boys
<ul style="list-style-type: none"> <li>* Navy blue uniform pants</li> <li>* Black or brown belt are required in 5-8 grade</li> <li>* Jumper or skort</li> <li>* Tights or knee-high socks (<b>no leggings</b>)</li> <li>* White or light blue polo shirt</li> <li>* Uniform sweater, cardigan, or vest (no sweatshirts or fleece)</li> <li>* Black or brown leather shoes (no ballet flats) OR athletic shoes that follow the regular uniform shoe policy (see next page)</li> </ul>	<ul style="list-style-type: none"> <li>* Navy uniform pants</li> <li>* Black, brown, or navy solid color belt (grades 5-8)</li> <li>* White or light blue shirt</li> <li>* Uniform sweater, cardigan, or vest (no sweatshirts or fleece)</li> <li>* Black or brown leather shoes OR athletic shoes that follow the regular uniform shoe policy (see next page)</li> </ul>

## Daily Uniform

Item	Color	Grade	Comments
Pants and Shorts	Navy Blue	PS - 8	<ul style="list-style-type: none"> <li>* Cotton twill ankle length, straight-legged pants, no adornments or stitching (Uniform Store style)</li> <li>* No skinny pants/leggings/jeggings</li> <li>* No cargo style</li> <li>* Pants must be worn at the waist.</li> <li>* Shorts must be twill walking shorts no shorter than 3" above the knee and <b>can only be worn August-October and April-June.</b></li> </ul>
Leggings	Navy, Gray, Black or White	PS - 8	For girls, under uniform jumper or skort; must wear socks
Jumpers	Blue Plaid	PS - 5	<ul style="list-style-type: none"> <li>* Jumpers must be purchased from an approved uniform vendor</li> <li>* The length is to be no shorter than 3" above the knee</li> <li>* Shorts or leggings must be worn under jumpers for modesty purposes.</li> </ul>
Skorts	Blue Plaid	PS - 8	* Blue plaid skorts must be purchased from an approved uniform vendor

			* The length is to be no shorter than 3" above the knee
	Navy	6 - 8 only	* Solid navy with no adornments (Uniform Store style) * The length is to be no shorter than 3" above the knee
Shirts	White or Light Blue	PS - 8	* Long or short sleeved white or light blue polo * Long sleeved white or light blue turtleneck * No logos other than St. Nicholas logo * Shirts must be tucked into the waistband.
Sweaters, Cardigans, and Vests	Gray	PS - 8	* Sweaters, cardigans, and vests with St. Nicholas logo must be purchased from an approved uniform vendor. * Must be worn on Mass days
Sweatshirts and Fleece	Gray Crew Neck Sweatshirt	PS - 5	* Only uniform sweatshirts (no hoodies) and fleece purchased by an approved uniform vendor with the St. Nicholas logo may be worn in the classroom.
	Gray or Blue Crew Neck Sweatshirt	6-8 only	* Sweatshirts and fleece may not be worn to mass.
	Gray Full Zip Fleece	PS - 8	
Shoes	Solid black, gray, navy, light blue, white, or brown	PS - 8	* Shoes must be comfortable, practical, and neat in appearance. * Athletic/tennis shoes are recommended (and should be worn on PE days). Leather dress shoes are also permitted. * Shoelaces must be in good condition and kept tied. Velcro and strap closures are also acceptable. * Shoe laces should be the same color as the shoe or white or black. * No Crocs, Heelys, sandals/flip flops, heels higher than 1" are permitted *Boots are only permitted during inclement weather. Students may wear <b>plain-colored rain boots in black, gray, or blue while outside.</b> (No patterns, decoration, or other colors are permitted.) Students wearing rain boots must bring their uniform shoes to change into while inside.

Socks and Tights	White, Gray, Navy, or Light Blue	PS - 8	<ul style="list-style-type: none"> <li>* Socks must be worn at all times and should cover the ankle bone</li> <li>* Knee-highs, anklets, and tights are acceptable</li> <li>* Socks and tights must be in solid colors, no pattern</li> </ul>
Belts	Black, Brown, or Navy	5 - 8	<ul style="list-style-type: none"> <li>* Solid color</li> <li>* Must be worn with pants and shorts in grades 5-8</li> </ul>

### PE Uniform

Shorts and Sweatpants	Navy Blue	6-8	<ul style="list-style-type: none"> <li>*Athletic shorts no shorter than 3 inches above the knee</li> <li>*No leggings</li> </ul>
Tees and Sweatshirts	Gray	6-8	<ul style="list-style-type: none"> <li>*Plain or with logo</li> </ul>

**Free Dress:** Free dress is when students can choose their own outfit within the following guidelines and is allowed on special occasions throughout the school year as designated by the principal. Clothing must be appropriate for school – modest, non-distractive, and moderate. Not allowed: short shorts/skirts (must be fingertip length), halter tops, sleeveless or shoulder-baring tops, or cut-offs.

All tops must be long enough to tuck into pants/skirts. Clothing must be clean and in good repair. Hair, make-up, and jewelry policies are in effect even on free dress days unless otherwise stipulated. The regular uniform shoe policy must be followed EXCEPT students may wear shoes and/or laces of any color on free dress days.

**Field trip:** Student dress code will be established by the teacher for all field trips. Field trip wear will be decided in consultation with teachers and administration and will depend on the circumstances surrounding the field trip. Weather and location will especially be taken into consideration.

**Spirit Wear and Team:** On days designated as Spirit days students may wear a St. Nicholas logo spirit shirt (tee, sweatshirt, or hoodie) with their uniform bottoms. On days designated as Team Thursdays, students may wear their favorite team logo tee, jersey, sweatshirt, or hoodie with their uniform bottoms. If a student chooses not to participate in Spirit Day or Team Thursday they must always wear their uniform.

### Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of the school year.

## EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored.

### Transfer of Student Records

If a parent is registering a child in another school, St. Nicholas school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept recorded and in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Nicholas School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Nicholas School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Nicholas School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Nicholas School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Nicholas School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

## **PARENTS AND GUARDIANS**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **PHONES AND ELECTRONIC DEVICES**

### **Cell Phones**

Students are not to bring cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **Office Phone Use**

The School Office is open from 7:30 AM to 3:30 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **Electronic Devices**

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

## **COMMUNICATION**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Nicholas School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and through student go-home folders. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, and St. Nicholas items, CYO forms, and other materials may be sent via email to every family each week in the Thursday For Your Information newsletter. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

### **With Principal**

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

### **With Faculty**

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### **Electronic**

Whether occurring within or outside of St. Nicholas School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

### **Directory**

The St. Nicholas school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email

addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The St. Nicholas school directory is intended solely for the use of St. Nicholas school families and employees to strengthen their mutual support and the education of St. Nicholas school students, and any other use of the information in this directory is strictly forbidden.

## **Emails**

St. Nicholas School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

## **Social Media**

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching and/or interfere with the educational environment of the school. St. Nicholas School students and their parents must adhere to and sign the St. Nicholas School Student Computer and Internet Agreement.

## **HEALTHCARE**

### **Communicable or Contagious Disease**

Students with contagious diseases should always be treated with justice and respect while consistently protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.



## Health Room

A Health Aid room is located in the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

An area isolating a student from other students and staff is available in the front office. Personnel will check temperature and symptoms and call the parent to pick up the child immediately when fever is present or symptoms are not manageable.

## Medication

St. Nicholas School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28A 210.260); however, St. Nicholas School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Nicholas School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an Epipen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an Epipen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

## **Immunizations**

Prior to entry, attendance or transfer to a Level 1 Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington), including the physicians license number.

## **REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT**

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at -866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

## **EMERGENCIES AND CRISIS PROCEDURES**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Nicholas School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Nicholas School website. Families will also receive an email from the front office via Constant Contact. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the

school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

## Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

## General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and a parent for prescribed medications and a parent for over the counter medications (see above).

## Fire Drills

Fire drills are held at least one time per trimester. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

## Earthquakes

1. Instructions on what to do during an earthquake:
  - a. Remain calm and think through the consequences of any action you take.
  - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
  - c. If in a **CLASSROOM or CHURCH HALL** you should: Get under desks or tables and begin counting, "One St. Nicholas, Two St. Nicholas, etc. up to sixty. Face away from windows.
  - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
  - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
  - f. If in **CHURCH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
  - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
  - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
  - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
  - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
  - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
  - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.

- e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
- f. Do not spread rumors. They often do great harm following emergencies.
- g. Keep the streets clear for passage of emergency vehicles if necessary.
- h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- j. Cooperate fully with Public Safety officials.

### **Lockdown Shelter-in-Place**

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

### **CARPOOL SAFETY**

#### **Morning Drop-Off**

Speed Limit is 10 mph. Please keep the speed down and the eyes up.

If coming on campus from Edwards Drive, please drive around the perimeter of the parking lot and circle around to the front of the school, *pulling forward to the second crosswalk*. If entering from Rosedale, please stay to the right and pull up to the school sidewalk to the second crosswalk.

Please say "Good Morning" to our wonderful fifth grade crossing guard volunteers and follow their direction.

Once your child is safely on the sidewalk you may pull out.

#### **Afternoon Pick-Up**

##### **Grades K-5:**

For afternoon pickup, **please enter the parking lot down the CENTER AISLE** (in between the rows of parked cars). **Do not enter along the perimeter (as you do in the morning), as this causes congestion with cars who are entering from Rosedale or trying to exit the parish parking lot.**

- Utilize the two lanes of departing cars and pull as far forward as the car in front of you allows.
- Once you are stopped in line, **please turn off your engine.** This is for safety reasons.

- Teachers and staff will be in the pickup line helping students find their vehicles. ***Students may not go to their cars until all cars have stopped moving and all engines are off.***
- Once the cars in line have been filled with students, a staff member will blow the whistle for the designated row to exit. As the cars
- If you cannot guarantee that your car will be out of the upper parking spaces by 2:30, please do not park there. Your car will likely be blocked in. ***Under no circumstances are parked cars to leave until our afternoon dismissal is finished.***
- Please do not escort your children to parked cars in the upper lot. Walking through our “loading zone” is dangerous. Utilize the parking lot in front of the church if you wish to personally pick up your child. You can meet the classes as they exit and make a quicker departure.

### **Middle School:**

- Middle school students can be picked up from the parish hall (on the side that faces the church parking lot).
- Middle schoolers who have younger siblings can walk up to join their siblings at the regular pick-up area on the hill if needed.

### **All grades:**

Please be patient with us. Your child’s safety is of utmost importance.

## **SAFETY AT SCHOOL**

St. Nicholas School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student’s failure to follow rules, during school hours, are not the responsibility of St. Nicholas School.

### **Bicycles/Skateboards/Scooters/Rollerblades Safety**

For security and safety, we do not advise students to utilize these modes of transportation to school.

### **Pedestrian Safety**

Students walking home are required to sign out before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

### **Teaching Safety**

*Circle of Grace*™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students receive this lesson in late November or early December. Your child’s teacher will email all parents on the projected date. This is a mandated program from the Archdiocese; however, if you choose to have your child opt out of the lesson, you may submit a written, dated, and signed request, asking that your student be excused.

## **Financial Safety**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

## **BEFORE-CARE AND AFTER-CARE**

St. Nicholas School offers a before and after school program, referred to as Extended Care. This program is located in the Parish Hall and is limited to Kindergarten through 8<sup>th</sup> grade students only.

The primary focus of St. Nicholas Extended Care is to provide onsite quality supervised care for St. Nicholas School outside the school day. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Saint Nicholas Extended Care staff and are employees of St. Nicholas School. St. Nicholas Extended Care staff have CPR and First Aid training, Safe Environment training, adhere to yearly updates, and have passed background checks. St. Nicholas Extended Care staff are under the supervision of the St. Nicholas Catholic School principal. Day-to-day management of the St. Nicholas Extended Care is the responsibility of the St. Nicholas Extended Care staff and office manager, who report to the principal.

There is a separate charge for students attending the St. Nicholas Extended Care program. Applications for St. Nicholas Extended Care program are available in the school office.

A small snack is provided in the afternoon around 4:00 or students may bring a snack from home.

No electronics are allowed to be used during Extended Care. This includes but is not limited to the use of headphones/earbuds, cell phones, Chromebooks/computers, gaming systems, and smartwatches. If these items or other electronic devices are in use during Extended Care, the Extended Care Assistant will take the item to the office and a parent may pick up the item the next time the office is open. Acceptable alternatives to technology during Extended Care are the use of games, toys, or art supplies located in the Extended Care room. Students may bring similar items from home to use, however, students are responsible for the safekeeping of personal items. Additionally, students are encouraged to complete their homework that does not require the use of technology, read, or socialize with their schoolmates. Limited sports equipment is also available for students to use outside only.

Should you need to reach the Extended Care Assistant when the school office is closed, a number will be provided at registration.

## **Policies and Procedures**

Extended Care is open in the morning from 7:00 a.m. and in the afternoon from 3:00 p.m. Monday through Friday (2:00 p.m. on Wednesdays).

- Parents must sign in their student in the morning session of Extended Care. At 8:05 a.m., the Extended Care staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the Extended Care staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the Extended Care door.

After school students in K – 8th grade will meet in the courtyard until the supervisors take them into the building. A study hall period is required for all students in 3<sup>rd</sup> – 8<sup>th</sup> grade. However, it is not our expectation that the Extended Care personnel supervise or require the students to do homework. It is expected that all students will bring a snack for the afternoon. Please plan accordingly when packing the student's lunch.

Students are expected to treat each other and all Extended Care staff with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. Detention forms will be used to notify parents of concerns.

A copy of the student's emergency form is kept on file at Extended Care. If you are sending someone new to pick up your student, please notify us either in writing that morning or via email no later than noon.

### Open Times

Mornings: 7:00 – 8:05 a.m.

Monday, Tuesday, Thursday and Friday afternoons: 3:00 – 6:00 p.m.

Wednesday afternoons: 2:00 – 6:00 p.m.

Extended Care is open during some early dismissals, and various other days unless otherwise noted. Extended Day is not open on federal holidays. There is no afternoon Extended Care on the first and last day of school.

Extended Care will open **15** minutes before the announced school starting time on a day with a late start due to inclement weather.

### Fees

Hourly rate for drop-in

Mornings – 7:00 \$10 per hour

Afternoons – 3:00 or 2:00 on Wednesday \$10 per hour

Full use rate for month \$303

Morning rate \$99 per full month

Afternoon rate \$248 for full month

Contract hourly rate morning or afternoon \$9 per hour

Please call the front office for the rates if more than one child in the family will be attending.

Extended Care bills on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.



## **LUNCH PROGRAM**

St. Nicholas School offers a hot lunch program for all students whose families choose to purchase lunch. This valuable school lunch program depends greatly on parent volunteers and is an easy and fun way for parents to earn required service hours, so please consider sharing your time and talent in this area.

Our school lunches meet all of the nutritional standards required by both state and federal lunch programs. Hot lunch is ordered and purchased on a month-to-month basis.

Students, who do not purchase the school lunch, can bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy.

Lunchroom Rules:

- Come to the parish hall for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- No sharing of food.

Failure to follow these rules will result in a loss of recess or an after school detention.

## **PLAYGROUND BEHAVIOR**

### **Rules and Behavior**

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students must follow safety procedures when going to the upper field: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.
9. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

## **Playground Equipment**

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the field.

## **RELEASE OF STUDENTS**

### **Release of Students to another Adult**

If anyone other than a parent or guardian is sent to pick up students, St. Nicholas School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Nicholas School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### **Release of Students to Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## **PARENTAL INVOLVEMENT**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through St. Nicholas School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT CLUB/ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

## Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. When requested adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the front office of the school. Classroom doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

## Room Parents

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.

Please see your classroom teacher for more details and an explanation of the event.

## Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served after lunch time under the guidance of teacher/principal and/or administrative assistant. Adhere to any and all allergy concerns in the class.

**Party invitations are not to be handed out at school or at carpool.** Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Nicholas School students are allowed at classroom parties.

## PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos may also be taken at 8<sup>th</sup> grade graduation and first communion.

## **ANIMALS AT SCHOOL**

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Nicholas School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

## **DANCE POLICY**

St. Nicholas School does not host middle school dances outside of school hours. St. Nicholas School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. Nicholas School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Nicholas School.

## **HOMESCHOOLING**

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse homeschooling programs.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, KCC sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## **SPECIAL POLICIES AND INFORMATION**

### **KITSAP CHRISTIAN CONFERENCE (KCC)**

This guide is intended to be a resource book for the entire athletic program sponsored by the schools of the Kitsap Christian Conference. It presents the philosophy under which our schools are expected to relate to each other in athletics. Hopefully such a guide will firm up the organization of our interschool competitions and eliminate some of the questions and problems which seem to appear too frequently otherwise. It should also give principals, athletic directors and coaches and early acquaintance with our program and permit them to become an active part of the conference with minimal difficulty. May God bless our students, coaches, and schools through the medium of athletics, and help us to serve and glorify Him.

We see athletics as an important part of our schools because it offers opportunities to develop the whole child. The physical development is cared for here better than in most other areas because success in athletics requires speed, agility, coordination, and body control as no other activity does. The emphasis of our program

will be on learning and character development.

## League Sports

### Fall

Boys & Girls Cross Country  
3-8 grade  
Girls Volleyball  
Division A: 6-8 grade  
Division B: 4-6 grade

### Winter

Boys Basketball  
Girls Basketball  
Division A: 6-8 grade  
Division B: 4-6 grade

### Spring

Boys & Girls Track  
Divisions: 3/4, 5/6, 7/8

## Athletic Director

The Athletic Director (AD) is the coordinator of, and liaison for, the school's extra-curricular sports programs. Programs include; girls' volleyball, cross country, basketball, and track & field. The AD reports directly to the school principal for all matters regarding these programs. AD job description available upon request.

## Coach

The coach is the coordinator of a particular sports team. They are responsible for developing athletes physical skills, promoting an environment of good sportsmanship among their team, managing the team during competition, and communicating with parents regarding schedules, snacks, transportation requirements, and other duties as assigned. The coach reports directly to the Athletic Director.

## PARENT TEACHER ORGANIZATION (PTO)

The PTO is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

**United by the love of Christ, St. Nicholas Catholic School, in partnership with Parents and Parish, fosters academic excellence, teaches the fullness of the Catholic Faith and nurtures a community of disciples.**

### **Article I Name of Organization**

The name of the organization shall be the “St. Nicholas Catholic School Parent-Teacher Organization.” Hereafter referred to as “PTO.”

### **Article II: Mission Statement**

It is the mission of the PTO to strengthen and support each other as well as the staff and children of the school. As the “heart” of this very special school family, the PTO seeks to draw together the talents and resources of all members to meet the needs and fulfill the highest hopes of St. Nicholas Catholic School.

### **Article III: Purpose, Duties, and Functions**

The St. Nicholas PTO is formed within the structure of St. Nicholas Catholic School’s 501© not-for-profit guidelines, with the purpose of aiding in the fulfillment of St. Nicholas School’s Mission and Philosophy. The enrollment of your child in St. Nicholas Catholic School brings with it an opportunity to participate in a community made up of parents, supporters, parishioners and friends, founded on the great commandment of Jesus to “Love one another as I have loved you.”

The goals of the PTO shall be to:

1. Foster close relations between the home and the school via parent and teacher cooperation in the education of each child;
2. Foster a sense of hospitality and community among parents, students, teachers, administrators and parishioners;
3. Assist in bettering conditions at the school and assist the faculty and school administration in providing quality Catholic educational opportunities and a suitable educational environment for each student;
4. Provide parents with opportunities for continuing education;
5. Assist in fundraising activities at the school;
6. Provide a forum for the exchange of creative ideas of the parents;
7. Serve as a structure for political action when needed;
8. Perform a yearly self-evaluation to determine if organizational goals and plans are being met.

## **Article IV: Membership**

Membership in the PTO shall consist of any parent or legal guardian of any child(ren) registered at St. Nicholas Catholic School, the principal and all of the teachers and support staff of St. Nicholas Catholic School.

All members shall work together to support the mission of the St. Nicholas School Parent-Teacher Organization and the mission of St. Nicholas Catholic School. All members have voting rights.

## **Article V: Nomination and Elections of Officers**

1. Officers will be nominated by the PTO at large during the month of April. Nominees should possess:
  - a. Current member of the PTO.
  - b. Interest in and a commitment to Catholic education.
  - c. Availability to attend meetings and participate in PTO activities.
  - d. Maintain a high level of integrity and confidentiality.
  - e. Willingness to promote the school to the parish and the community.
2. Elections will take place at the May meeting by ballot, or if a member is unable to attend, by proxy ballot submitted to the PTO Officers prior to the start of the May meeting.
3. Officers shall be elected by a simple majority of members present and proxy ballots.
4. All officers shall be elected for a one-year term; however, there are no “term limits.” A term shall run from June 1<sup>st</sup> through May 31<sup>st</sup> of the following year.
5. In May/June, the newly elected officers will meet the outgoing officers for a “pass down” meeting, and the newly elected officers will develop a yearly calendar proposal and budget for the upcoming school year. The proposed calendar and budget will be presented to the St. Nicholas School Principal for approval.

## **Article VI: Parent-Teacher Organization Officer Roles and Responsibilities**

### **Section 1 - President**

The President shall:

1. Oversee all PTO activities.
2. Function as a liaison with the principal, teachers, office staff, committee heads, other officers, room parents and parish staff.
3. Conduct all PTO meetings.
4. Prepare and distribute an agenda for all meetings.
5. Meet with incoming PTO officers for “pass down” meeting after they are elected.
6. Incoming President and officers shall meet in May/June to review goals, plan school year calendar and budget for upcoming school year.
7. Perform a self-evaluation of PTO activities at the end of the school year to assess whether or not goals were achieved,
8. Perform other such duties as are usually related to the office of the President.

9. Serve until a successor has been elected or appointed. In the event of an absence of the Vice President at the end of the term, the President shall remain in office until a new President is appointed or elected.

## Section 2 - **Vice President**

The Vice President shall:

1. Perform the duties of the office of the President and have the authority of the President in the absence of the President.
2. Succeed the President in the event of the office being vacated.
3. Will assume the position of President for the subsequent school year.
4. Perform such other duties as shall be assigned by the President.
5. Will oversee the Sunshine and Shadows program.
6. Will oversee and advise the room parents.
7. Will be the PTO Liaison for the Development Committee and attend monthly Development meetings.

## Section 3 - **Secretary**

The Secretary shall:

1. Take minutes of all meetings and maintain in a binder for future reference.
2. Maintain PTO meeting attendance records.
3. Maintain a current email distribution list of PTO members. Provide an electronic copy of the PTO meeting minutes to the school administrative assistant for distribution to the school community.
4. Be responsible for reserving rooms/halls/etc. as needed per the event calendar with the Parish calendar representative for the entire school year. This is usually done in June for the upcoming year.
5. Perform other such duties as shall assigned by the President

## Section 4 - **Treasurer**

The Treasurer shall:

1. Collect and deposit all money earned through PTO activities.
2. Keep all records associated with the receipt and disbursement of funds.
3. Verify and pay all bills incurred by the PTO.
4. Maintain financial records according to generally accepted accounting principles.
5. Work with other PTO officers to develop a budget for the school year and submit to the Principal for approval.
6. Must prepare and submit an Annual financial Report to the parish before the end of the school year.
7. Is responsible to the St. Nicholas Bookkeeper for all procedural guidelines.
8. Discharge such duties as are usually incumbent upon this office.

Authorized check writers will be the PTO Treasurer and President. The President must authorize all checks written.

***All receipts must be submitted to the Treasurer within 30 days for proper refund.*** Receipts submitted by the 1<sup>st</sup> of the month, will be paid by the 10<sup>th</sup> of the same month.



## Section 5 - **Removal**

At any regular meeting of the PTO duly called, any one or more officers may be proposed for removal. Any such officer proposed for removal shall be informed of the reason. Such proposal shall be communicated through regular channels. At the next regular meeting, the officer(s) whose removal has been proposed shall be given an opportunity to speak. Then, with a majority vote of the entire PTO for removal, a successor may then and there be appointed as provided in Section 7 of this Article.

## Section 6 - **Resignation**

Any officer may resign by filing a written resignation with the Principal.

## Section 7 - **Vacancy**

In the event of a vacancy of an office, the President shall fill the vacancy by appointment, subject to the approval of the Principal and a majority of the PTO Officers.

## **Article VII: Meetings and Voting**

1. The PTO will meet monthly, September through May.
2. Voting, when indicated, shall be done by means of a motion, second, and verbal majority (“aye”) of those present. It is up to the discretion of the President to determine if there are enough members present at the meeting to take a vote on an issue or if it would be better to table the vote until another meeting.

## **Article VIII: Committees**

The PTO will form committees, made up of parent volunteers to meet the needs of the school community.

### Section 1: **Chairperson Accountability**

Chairpersons of all committees shall present plans of work to the PTO Officers in a timely manner and/or upon request. No major committee work shall be undertaken without the knowledge and approval of the PTO officers. No major financial obligations can be incurred in the name of the PTO without prior knowledge and consent of the PTO President. All chairpersons are expected to keep a notebook relating to their committee’s work, which shall be turned over to the PTO President within thirty days after completion of the project or event. Chairpersons may be asked to give periodic written and/or oral reports to the membership and/or PTO Officers.

## **Article IX: Fundraising**

Funds raised by the PTO contribute to the overall financing of budgeted PTO activities. Activities specifically supported with these monies are:

1. PTO events as outlined in Article VIII.
2. Room parent budget monies.
3. Excess funds- capital improvement gifts to the school/teachers, subject to approval of the Principal.
4. Seed money will remain in the account for the following school year after consultation with the President, Vice President and Principal.

Archdiocesan Policy states the “all disbursements from income raised by parent organizations are determined collaboratively among the parent organization, principal, pastor, and school commission. In the case of a dispute, the Pastor makes the final determination.”

**NOTE: All fundraising is subject to the St. Nicholas Catholic School fundraising Policy and Procedures.**

**Article X: Amendments**

Amendments may be made to the By-Laws by a favorable majority vote of the membership in attendance, and including proxy votes, at an official meeting of the organization, provided that such amendments have been presented in writing to the membership at least three (3) weeks prior to the meeting.

Note: These By-Laws replace any and all St. Nicholas Catholic School Parent-Teacher Organization By-Laws adopted prior to October 2010 and all amendments thereto.

## BYLAWS OF SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

### **SCHOOL COMMISSION CONSTITUTION & BY-LAWS**

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school. (High School Boards are Boards of limited Jurisdiction)

#### **Article 1: Name**

The official name for this organization shall be The Saint Nicholas Catholic School Commission (hereafter referred to as The Commission).

#### **Article II: Authorization**

The Pastor, in accordance with Archdiocesan policy, has established The Commission as a consultative body to advise and support the Pastor and Principal in school related policy.

#### **Article III: Function**

Section A - Primary Function:

The Commission is the primary advocacy group for St. Nicholas Catholic School and its administration. As such, all members of The Commission shall strive to be accessible to parents and parishioners.

Section B - Responsibilities:

The Commission shall have the following responsibilities:

1. Recommend a mission statement for the school grounded in the Catholic faith tradition.
2. Recommend changes and/or improvements in school policy.
3. Set long range goals for the school.
4. Develop means by which to finance the school including tuition structures, financial development, and fundraising.

5. Promote communication between the school leadership and parents, parishioners, and the community.
6. Continually evaluate the school's goals and plans.
7. Publish an annual report.

#### **Article IV: Membership**

##### Section A - Composition:

The Commission shall consist of eleven (11) members:

1. Four (4) non-voting members:
  - a. The Pastor (or an individual appointed by the Pastor to represent him in all of his duties)
  - b. The Principal
  - c. A representative of the Parish Finance Council
  - d. The Development Director or Development Committee Chair
2. Seven (7) voting members:
  - a. Four (4) parents with children currently enrolled in the school. These members will be nominated by the Commission members or the Principal and will be selected by the voting members of The Commission.
  - b. Three (3) parishioners selected by the Pastor. These members are not required to have children enrolled in the school; however, having children enrolled does not disqualify them for membership.

##### Section B - Eligibility:

Individuals nominated for The Commission must meet the following eligibility requirements:

1. Be a registered and active participant in the faith life of St. Nicholas Catholic Parish or one's own church if not a St. Nicholas parishioner.
2. No two members from the same immediate family may serve on The Commission simultaneously.
3. Paid employees of the Parish and their spouses are not eligible for Commission membership with the exception of the Pastor and the Principal.
4. No one under the age of eighteen (18) is eligible for Commission membership.

##### Section C - Term of Office:

1. The term of office for voting Commission members shall be three (3) years.
2. Each year, one (1) of the positions, as described in paragraph 4.A.2.a., will be filled by a vote of eligible members. Every third year, two (2) of these positions will be filled by a vote of eligible members.
3. Each year, one (1) of the positions, as described in paragraph 4.A.2.b., will be filled by appointment of the pastor.

4. Members may serve only two (2) terms consecutively. Members may, however, be elected or appointed to The Commission after a minimum three year absence.

## **Article V: Elections**

### Section A - Nomination:

1. The Commission chair is responsible for setting the date of Commission elections. This date will be made public at least two (2) months prior to the elections meeting. This will allow prospective members an opportunity to complete the requirements of nomination.
2. Eligible parishioners interested in serving on The Commission must complete the following steps prior to election:
  - a. Make their interest known, in written form, to the Principal at least one (1) month prior to the election.
  - b. Attend a Commission meeting. This will give prospective members an idea how The Commission functions and allows sitting members an opportunity to meet and question prospective members.
3. Prospective members must be nominated by a sitting member at least one (1) meeting prior to the election. The nomination must be seconded.
4. All nominations must be approved by the Pastor.

### Section B - Voting:

1. Voting Commission members will be granted one (1) vote per open seat.
2. Votes will be cast via secret ballot in closed session.
3. The nominees receiving the most votes will be elected to The Commission
4. Tie votes will require a runoff vote between the tied nominees only.
5. Any subsequent ties will be settled by the vote of the Commission Chair.

## **Article VI Officers:**

### Section A - Officer Positions:

1. The officers of The Commission shall consist of the Chair and Vice-Chair.
2. The Vice-Chair shall be elected at the first Commission meeting of the school year. The Vice-Chair will serve as the Chair the following year.
3. Officers will be approved by the pastor.

### Section B - Duties of the Chair:

The Commission Chair will be responsible for the following duties:

1. Preside at all monthly and special meetings of The Commission.
2. Schedule matters to be considered by The Commission in such a manner as to provide ample opportunity for consideration by The Commission prior to action.

3. Prepare the agenda in consultation with the Principal. The agenda will be set one (1) week prior to the scheduled meeting.
4. Establish ad hoc committees, their members, and chairpersons.
5. Have the authority to assign, with consensus of The Commission, additional duties and responsibilities to individual Commission members.
6. Represent The Commission at parish functions.
7. Attend Parish Council meetings as a liaison for The Commission.

Section C - Duties of the Vice-Chair:

The Commission Vice-Chair will be responsible for the following duties:

1. Perform the duties of the Chair in their absence.
2. Take on other duties as assigned by The Commission.
3. Be seated as The Commission Chair the following year.

**Article VII Separations:**

Section A - Terminations:

1. In matters where a member's suitability for membership on The Commission is in question, the Principal, in consultation with the Pastor and the Chair, will determine if termination is required.
2. Examples of unsuitability may include conflicts of interest, undermining of Commission or school goals, breach of confidentiality, etc.
3. If termination occurs, the Principal will notify the member in writing.
4. Following termination, the Pastor, in consultation with the Principal will appoint a new member to serve the remainder of the term.

Section B - Resignation:

1. Voluntary resignations from The Commission shall be presented in writing to the Chair and the Principal at the member's earliest convenience.
2. Vacancies created by resignations shall be filled in accordance with 7.A.4.

**Article VIII Meetings:**

Section A - Occurrence:

1. The Commission shall meet monthly September through May. The date shall be determined by the Chair, in consultation with the Principal, and is usually the third Wednesday of each month.
2. Special meetings may be called by consensus of the Principal and the Chair.
3. Under unusual circumstances, which may be time-sensitive, members of The Commission may be polled by the Principal and/or the Chair via telephone, e-mail, or personal contact.

Section B - Quorum:

A quorum is required to conduct Commission business. The quorum is satisfied if the following requirements are met:

1. The Chair or Vice-Chair will be present.
2. The Principal will be present.
3. At a minimum, one half (1/2) of The Commission's voting membership must be present.

### Section C - Executive Session:

1. Commission meetings are open to the public.
2. An exception to the open forum exists when The Commission moves into an executive session. This may occur when matters of confidentiality or of a sensitive nature will be discussed. Non-members and non-voting members may be asked to leave the meeting space while The Commission is in executive session.

### Section D - Address by Non-Members:

1. Non-members may address The Commission.
2. Non-members wishing to address The Commission are required to place a request with the Principal or Chair in advance of the meeting.
3. Time will be allowed at the beginning of the meeting for non-member addresses.

### Section E - Meeting Structure:

1. Meetings of The Commission will commence and conclude with a prayer.
2. Meetings will be conducted in an orderly and courteous manner.
3. Decisions of The Commission shall be reached by consensus.
4. All regular Commission shall, at a minimum, include:
  - a. Non-member addresses
  - b. Approval of minutes
  - c. Development report
  - d. Principal's report
  - e. Pastor's report
  - f. Standing Committee report (as required)
  - g. Ad hoc committee report (as required)
  - h. Unfinished business
  - i. New business
  - j. Adjournment

## **Article IX Committees:**

### Section A - Types:

The Commission will utilize two forms of committees to conduct its primary business. They include:

1. Standing Committee: Those committees that remain active continuously due to a regular and/or predictable occurrence of relevant work.
  - a. Standing committees shall make a report to The Commission at each meeting.
2. Ad Hoc Committee: Those committees formed to address a specific issue, purpose, or situation within a limited timeframe.
  - a. The Commission Chair, in consultation with The Commission, will determine the need for ad hoc committees and provide a clear description of that committee's purpose(s).
  - b. Ad hoc committees shall be open to non-Commission members.
  - c. Ad hoc committees shall make a report to The Commission at each meeting.
  - d. An ad hoc committee will be dissolved after its assigned business is completed.

Section B - Committee Assignments:

1. The Commission Chair will appoint all committee members.
2. A committee shall consist of at least two (2) members, one of whom is a Commission member.
3. A Commission member shall be the Chair of each committee as appointed by The Commission Chair.

**Article X Amendments:**

Section A - Submissions by Members:

1. Commission members may propose amendments to these by-laws. Amendments proposed by Commission members shall be presented to The Commission in writing.
2. After at least one month of consideration, The Commission may submit amendments to the Pastor for approval or rejection. The Principal's written recommendation will accompany the submission.

Section B - Adoption of Amendments:

1. Proposed amendments to these by-laws shall become valid upon final approval by the Pastor.