



# **SAINT NICHOLAS** Catholic School

Putting Faith in our Future

Parent/Student Handbook  
2024-2025

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## **OPENING LETTER**

We are excited for the upcoming school year and glad you chose Saint Nicholas Catholic School for the academic and faith formation of your child(ren). The purpose of this handbook is to serve as a guide to the general operations and expectations of Saint Nicholas Catholic School. Please read and discuss it as a family and keep it for reference through the 2024-2025 school year. ***Any updates or changes will be made by the principal and communicated to families.***

We are honored the role Saint Nicholas plays in helping families educate and prepare their children for success. The challenges of living in today's society are great and we must give our children the values and skills needed to face them. To do this, we (the pastor, principal, teachers, staff, parents, and parishioners) form a team to work together. We support each other in this awesome task of discipleship. May God bless and guide us in carrying out our responsibilities as educators of our children.

## **SNS MISSION STATEMENT:**

Rooted in our Catholic faith we empower, model, and share the light of Christ with all we meet.

As Christian educators, we are committed to the development of the whole child. We provide opportunities for spiritual, cognitive, social, emotional, artistic, and physical growth. Since the reason for our existence as a Catholic School is the Catholic growth of the children, we strive daily to give them a Christ-centered education.

Saint Nicholas Middle School is dedicated to academic excellence, completely rooted in our Catholic faith. It is to provide a safe, loving Catholic environment in which early adolescents become life-long learners. Our goal is to provide a quality education, which will develop Christian values and decision-making skills.

Saint Nicholas Catholic School does not discriminate on the basis of sex, race or national origin in the enrollment and participation of students or the employment of personnel.

## **SCHOOL PHILOSOPHY: GRADES K-8**

We believe that students who are beginning their formal education are in need of a learning environment that is both nurturing and developmental. This environment works in cooperation with the family to prepare students with the fundamental skills and behaviors needed to be successful as they transition to middle school. The elementary school utilizes a homeroom approach to develop a learning community that challenges all students intellectually and spiritually, while meeting the student's physical, emotional, social, moral and academic needs.

Saint Nicholas Catholic Middle School facilitates the education of young minds through the Catholic faith as their foundation. The Saint Nicholas community is committed to continuing the life-long learning process, which will help our students to grow physically, mentally, and above all, spiritually. The Middle School is committed to being a student-centered environment tailored to the individual needs of the middle school student. Through a student-centered atmosphere, the Middle School promotes a Christian environment focusing upon and providing guidance for the student.

Saint Nicholas Catholic Middle School is a gradual transition from an elementary school to a mainstream high school. Middle school is designed to help all students' progress spiritually, intellectually, socially, physically, and emotionally in ways that enhance self-image and provide opportunities for success. This type of atmosphere challenges students to assume responsibility for their own behavior as well as to become responsible members of the Christian community.

The Holy Spirit inspires Catholic Christians throughout generations to support and instill the values of the Gospels. The Second Vatican Council focuses on the living Catholic Christian faith developing within and being nurtured by the Church community. To assist in this process, the Saint Nicholas community encourages active participation in church activities to develop the local church and its members. The Church and school community emphasizes that all members give of their unique talents, have a respect for learning and talent development, and encourage a deepening of their faith through the Gospels and moral values.

- Provide a safe environment where students can grow and develop the skills to become faith-filled, life-long learners.
- Vary instructional procedures to meet the student's individual needs in cooperation with the family.
- Challenge students to work with others and to respect others as well as themselves.
- Provide opportunities for students of all abilities, interests, and backgrounds to develop as lifelong learners.
- Provide opportunities to further explore academic areas within the curriculum and beyond.
- Help students develop values, morals, manners, and self-esteem.

## **SAINT NICHOLAS SCHOOL ADVISORY COMMITTEE:**

The Saint Nicholas School Advisory Committee ensures fidelity to mission, holds the principal accountable for full classrooms, provides continuity and sustainability through leadership successions, plans, and provides the resources (money and facilities) need for that plan to succeed.

An excellent Catholic School has board which recognizes and respects the role(s) of the appropriate and legitimate authorities, and exercise responsible decision making in collaboration with the leadership team for the development and oversight of the school's fidelity to the mission, academic excellence, and operational vitality.

The School Advisory Committee meets one time a month during the school year and on a as needed basis during the summer months.

### **MEMBERS 2024-2025**

Fr. Robert Chinnapan, Pastor  
Abby Linwood, School Principal  
Kristin Romanowicz

Chela Trembl  
Darlene Brody  
Kelly Oudenhoven  
Judy Bowers

## **FACULTY AND STAFF ROSTER 2024-2025**

Pastor	Fr. Robert Chinnapan	<a href="mailto:rchinnapan@stnicholasfreedom.org">rchinnapan@stnicholasfreedom.org</a>
Administrator (Principal)	Mrs. Abby Linwood	<a href="mailto:alinwood@stnicholasfreedom.org">alinwood@stnicholasfreedom.org</a>
Business Manager	Mrs. Nicole Van Handel	<a href="mailto:businessmanager@stnicholasfreedom.org">businessmanager@stnicholasfreedom.org</a>
Administrative Assistant	Mrs. Cehri Key	<a href="mailto:snsoffice@stnicholasfreedom.org">snsoffice@stnicholasfreedom.org</a>
Teacher Aide	Mrs. Kathy Heil	<a href="mailto:kheil@stnicholasfreedom.org">kheil@stnicholasfreedom.org</a>
Teacher Aide	Mrs. Charlene Gonnering	<a href="mailto:cgonnering@stnicholasfreedom.org">cgonnering@stnicholasfreedom.org</a>
Resource Teacher	Mrs. Cecillia Schreiber	<a href="mailto:cschreiber@stnicholasfreedom.org">cschreiber@stnicholasfreedom.org</a>
Resource Teacher	Mrs. Traci Weis	<a href="mailto:tweis@stnicholasfreedom.org">tweis@stnicholasfreedom.org</a>
After-Care	Mrs. Martina Beyer	<a href="mailto:aftercare@stnicholasfreedom.org">aftercare@stnicholasfreedom.org</a>
Pre-K 3	Mrs. Dana Wilkinson	<a href="mailto:dwilkinson@stnicholasfreedom.org">dwilkinson@stnicholasfreedom.org</a>
Pre-K 4	Ms. Nicole Lipecki	<a href="mailto:nlipecki@stnicholasfreedom.org">nlipecki@stnicholasfreedom.org</a>
Kindergarten	Mrs. Nicole Aderholdt	<a href="mailto:naderholdt@stnicholasfreedom.org">naderholdt@stnicholasfreedom.org</a>
First Grade	Mrs. Sharon Preston	<a href="mailto:spreston@stnicholasfreedom.org">spreston@stnicholasfreedom.org</a>
Second Grade	Mrs. Brenda Ziehl	<a href="mailto:bziehl@stnicholasfreedom.org">bziehl@stnicholasfreedom.org</a>
Third Grade	Mrs. Stacey Hooyman	<a href="mailto:shooyman@stnicholasfreedom.org">shooyman@stnicholasfreedom.org</a>
Fourth Grade	Mr. Nathan Vandenberg	<a href="mailto:nvandenberg@stnicholasfreedom.org">nvandenberg@stnicholasfreedom.org</a>
Fifth Grade	Mrs. Melissa Vander Heiden	<a href="mailto:mrvanderheiden@stnicholasfreedom.org">mrvanderheiden@stnicholasfreedom.org</a>
Middle School – 6	Mr. Eric Romenesko	<a href="mailto:eromenesko@stnicholasfreedom.org">eromenesko@stnicholasfreedom.org</a>
Middle School – 7	Mrs. Sunny Churchill	<a href="mailto:schurchill@stnicholasfreedom.org">schurchill@stnicholasfreedom.org</a>
Middle School – 8	Mrs. Susan Campbell	<a href="mailto:scampbell@stnicholasfreedom.org">scampbell@stnicholasfreedom.org</a>
Music	Mrs. Bree Sprangers	<a href="mailto:bsprangers@stnicholasfreedom.org">bsprangers@stnicholasfreedom.org</a>
Physical Education	Mr. Brian Garvey	<a href="mailto:bgarvey@stnicholasfreedom.org">bgarvey@stnicholasfreedom.org</a>
Maintenance	Mr. Paul Mattek	<a href="mailto:maintenance@stnicholasfreedom.org">maintenance@stnicholasfreedom.org</a>
Cook	Mrs. Becky Janssen	<a href="mailto:bjanssen@stnicholasfreedom.org">bjanssen@stnicholasfreedom.org</a>

## **ABSENCE/TARDINESS/TRUANCY:**

Regular and punctual attendance is one of the keys to school success. Students will have their attendance taken in the morning and afternoon. Except for illness or a serious reason, students are expected to be in attendance every school day.

Parents/guardians are expected to notify the school at 920-788-9371 or at [snsoffice@stnicholasfreedom.org](mailto:snsoffice@stnicholasfreedom.org) of a child's absence during the morning on the day of the absence. Anticipated absences must be requested in writing. If tardy, the student is to report to the office and sign in. Excused tardiness includes medical or professional appointments, inclement weather and family emergencies. Parents/guardians are expected to schedule doctor and dentist appointment outside of school hours. When this is not possible, students will be excused for these appointments. **Parents/guardians must report to the school office to sign out their child/children.**

**Absence**= any time you are not at school

**Tardy**= late for class or the beginning of the school day (Bell rings at 7:40 A.M. and the school day begins at 7:50 A.M. with a bus delay being an exception.)

**Excused Absence**=appointments, diagnosed illness

**Unexcused Absence**= not called in for absence

Truant means a pupil who is absent from school without an acceptable excuse as defined by under Wisconsin Statutes ss.118.15 and 118.16(4) for part or all of any day on which school is held during a school semester. Except in emergencies or unforeseeable circumstances, permission is expected to be in writing from the parent/guardian of a pupil, to the school, prior to the absence. In emergencies or unforeseeable circumstances, such communication is expected as soon as practical following the absence. Parents will be notified of the truancy. Truancy can result in detention, suspension or legal action. If parents/guardians wish to get assignments for a sick child, they can call the school and the teachers will arrange to have the assignments ready to be picked up, in the school office, **after 3:00 p.m.**, or sent home with a brother, sister or friend.

### **Other Important Absence Information**

1. Please see Co-curricular policy for further information regarding absences and participation in extra-curricular activities.
2. A parent's request for a student's absence for a family vacation must be presented to the office and teachers in advance and in writing. Since attendance at school is so important, families are encouraged to schedule vacations during designated school vacations.



## **ACADEMICS:**

Core courses are Religion, Math, Science, Reading, Language Arts, and Social Studies. All students receive regular instruction in Encore courses of art, music, STEM (grades K-8), Business Education (grades 2-8) and Physical Education as part of their academic instruction.

In an effort to assist all students to successfully complete their education at Saint Nicholas Middle School, an academic standard has been set. Students are expected to maintain a grade point average (GPA) of 2.5 or higher on a 4.0 system. If a student does not maintain a 2.5 GPA a mandatory meeting between the principal, student, and parents will be held.

## **ADMISSION/REGISTRATION:**

Admission is open to current children first, beginning near Catholic Schools Week and will open to others next. Limitations, when applied, should not result in the exclusion of any particular persons or groups based on race, or national origin. The pastor and the administrator make decisions with regard to enrollment restrictions. Every effort will be made for early notification to allow families to plan for their long-term educational needs. Families that have not met past financial obligations to the school, and have made no arrangements to meet those obligations, may not be allowed to re-enroll. All financial matters are the responsibility of the pastor and administrator.

## **APPOINTMENTS:**

**Parents/guardians should schedule doctor and dentist appointments outside of school hours.** When this is not possible, students will be excused for these appointments; however, work must be made up. **A parent/guardian must report to the office to sign out/in their child.**

## **ARRIVAL/DISMISSAL:**

The school day begins at 7:50 a.m. Students arriving after 7:50 a.m. will be marked tardy. The front/backdoors will remain locked throughout the day. Students, parents, and visitors need to report to the office using door by the Parish Office. Students who come to school late must report to the office and be signed in by a parent before going to the classroom. Dismissal is at 3:10 p.m.

On Early Release days students will be dismissed at 12:10 p.m.

All Students in 3K-8 will be dropped off in front of school. Students arriving before 7:40 will go to the cafeteria to be supervised there until their teachers come to pick them up. To ensure safety, students that ride bicycles to school should not ride them on the playground but walk them to the bicycle racks.

Students that are using car transportation or walking at the end of the day will be dismissed using the front entrance. Bus riders will board the bus by the playground.

**If your child needs to take a different way home, such as being picked up instead of bus, or walking to practice, please call the school at 920-788-9371. If you need to call with last minute changes, call by 1:00 p.m. to give ample time for message to be conveyed to the student and teacher.** If you are unable to speak with someone, an email to the school office, principal and teacher can be sent. Sending to all three will ensure that someone gets the message in time. Students that ride bikes home from school should wait until school buses leave the parking lot before proceeding to the bike racks to retrieve their bicycle.

### **ASBESTOS:**

Saint Nicholas School has an approved asbestos management plan on file in the Parish Office.

A letter of compliance from the local asbestos coordinator is issued each school year.

### **ASSEMBLIES:**

Assemblies are planned as special events on the school calendar. Assemblies may include presentations, demonstrations, and speakers. Special attention to proper behavior and good manners is expected of all students.

### **ATHLETICS:**

Any student participating in sports sponsored by the school must have a Co-Curricular Conduct Code Agreement Form and a Co-Curricular Insurance Waiver signed by their parents or guardian to allow them to participate in the sport. Students should receive passing grades in all coursework to be eligible for athletics and all participants will be evaluated at mid-quarter and the end of each quarter. In addition, a physical form signed by a physician stating that the student is in good health and able to participate in athletics is necessary. Physicals are required every two years. Students must have these requirements on file in the office. The athletic program is under the direction of the principal.

There is an athletic fee per sport to keep our facilities up to date and clean.

### **BAND:**

The opportunity to receive lessons on a band instrument is offered to students in grades 6-8 through the Freedom Middle School. Students will be released from class for these lessons. It is the responsibility of the band students to make up missed class work.

### **BEFORE AND AFTER CARE:**

#### ***Before Care***

Students that arrive to school between 7:00am and 7:40am, can attend our Before Care program. Students of any age can utilize this program for no cost. Students will be supervised by a staff member in the cafeteria until they are picked up by their classroom teacher.

### **After Care**

Students, ages 3K – 5<sup>th</sup> grade, can attend our After Care program from 3:10pm-5:30pm on days that school is in session. Students must sign-up ahead of time to attend this program. This is a paid program. Families will be billed twice a month.

*Fees based on pick-up times and are per child.*

3:15pm-3:59pm: \$5

4:00pm-4:59pm: \$10

5:00pm-5:30pm: \$15

### **BEHAVIORAL POLICY:**

St. Nicholas Catholic School strives to be a safe and nurturing environment. In the event that a student's behavior is impeding that for either themselves, other students or staff, the following steps will be taken to ensure the safety of all involved.

Staffing: St. Nicholas Catholic School does not have staff trained in the proper handling of students with aggressive or violent behaviors. The school also does not have an abundance of extra staff available to assist.

Facilities: St. Nicholas Catholic School does not have a sensory room or safe space available for students that need a physical output for behaviors.

#### ***Student Behavior (not involving other students or staff)***

Given the limitations within the building, the policy will be that students who are showing outward signs of aggression that cannot be quickly remedied will be sent home. Parents will make every effort to get someone to the school to pick up their child in a timely manner.

#### ***Student Behavior (involving staff or students)***

Students that become violent or aggressive with other students, will be sent home at the discretion of the teacher and principal. Although most situations will result in the student being sent home, some situations can be dealt with at school. Parents will be contacted.

Students that become violent or aggressive with staff members, will be sent home for the remainder of that day and will remain out of school for the following school day. Parents will make every effort to get someone to the school to pick up their child in a timely manner. The situation will be evaluated by the principal and pastor. A parent meeting will be scheduled within 48 hours of the incident.

### **BICYCLES:**

When traveling to and from school, parents should encourage students to obey all traffic regulations. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the school bicycle racks located by the playground. Students are not permitted to play with or ride another student's bike.

### **BIRTHDAY TREATS:**

Birthday treats will be handled in homeroom classrooms. Due to different allergies, birthday treats are often an extra recess instead of food items. Birthday treats must be store bought and come with an ingredient list.

### **BOOKS:**

Students are expected to take care of the textbooks that are assigned to them. Fines for any damage beyond normal wear and tear on assigned books will be assessed. Students who should receive a textbook at the beginning of the year with undue wear should call this to the attention of the teacher right away. The teacher will then make a notation regarding the condition of the book. Students will be expected to pay for all damages that are incurred while the book is in their care. All fines are paid one week prior to the end of school.

### **BUS REGULATIONS:**

Families are asked to review the Bus Rules from Freedom School District and Lamers' Bus Lines. Proper behavior on the bus is essential to the safety of all riders. Students who misbehave on the bus, will be reported by the bus driver to the principal. Parents will be notified of any improper behavior. Respect for and cooperation with the bus driver are expected of all St. Nicholas students. (If your child is being dropped off somewhere other than your home, you must provide written notes for school and the bus driver.) This is for all students in grade 4K-8. The Freedom Area School District provides transportation for students in 4K-12 who meet the district eligibility guidelines. Transportation is provided by Lamers' Bus Lines, Inc., Freedom Terminal. All bussing questions go directly to Lamers' Bus Lines, Inc at 920-687-2671, Ext. 12812. They can answer questions regarding what the bus routes are, bus times and bus stop locations.

### **CALLING SCHOOL:**

You should be able to reach someone in the school office (920-788-9371) between the hours of 7:45am and 3:15 pm. If you are unable to speak to anyone at the school, you may leave a voice mail message and we will return your call. Also, you may send an e-mail to at [nsoffice@stnicholasfreedom.org](mailto:nsoffice@stnicholasfreedom.org) and we will respond by e-mail.

### **CAMPUS MINISTRY:**

As a Catholic School community, we are inspired to share our faith through action. Under the direction of teachers and staff, students will plan and implement retreats, liturgies, prayer experiences, and service projects.

### **CANCELLATION OF SCHOOL:**

In the event of inclement weather, the school will follow the decision of the Freedom Area School District. For all other emergencies, the principal will consult the pastor to make the decision. Please listen/watch for **Freedom Area School District**. We are included when they announce closings. A separate listing for St. Nicholas School will not be heard. If FASD would call an unscheduled early release, an email will be sent

from the school office to families. This information will also appear on local news stations.

### **CELL PHONE/SMART WATCH USE:**

St. Nicholas prefers that all students leave their cell phones/smart watches at home. Parents can be contacted using the school office phone. However, if a student must have their phone at school, it is to remain turned off and in their backpack for the entirety of the day. Smart watches can be worn if used solely for the time. Students seen using their cell phones or smart watches during the day to make calls, texts or any other inappropriate usage, will have their device brought to the school office. It will remain there until a parent comes in to pick it up. This could result in students being unable to bring these devices back to school.

### **CHANGE OF ADDRESS/PHONE NUMBER:**

It is very important, for emergency and administrative reasons that every student maintains an up-to-date address and phone number record at the school office. Please notify school, by written note or e-mail, if you have a change of address or important phone numbers during the school year.

### **CHILD ABUSE LAWS:**

(Administrator code 4071 safety (Child Abuse); D/B Code 5142 Reporting Child Abuse and Neglect) Wisconsin law (Child Abuse and Neglect Act, Section 48.981 of the Children's Code) specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with injury, school staff members are mandated to report the suspicion immediately to the County Department of Social Services or the Police Department.

### **CO-CURRICULAR POLICY:**

Co-curricular activities are defined to include any activities when the student represents the school but in which the school does not require such involvement.

1. A student may not participate in the co-curricular program without the consent of his or her parent/guardian.
2. Students involved in smoking, drinking, or drug abuse will be subject to suspension from the program and any recognition from that program for a period of 30 calendar days. A second involvement subjects the student to total removal from the co-curricular program.
3. Students displaying unsportsmanlike-like conduct, use of improper language, lack of cooperation (unexcused absence) or tardiness (in the activity or in school) will be subject to suspension from participation for a period of up to 30 calendar days. When exclusion takes place, no awards or recognition related to the activities will be forthcoming. These situations will be evaluated on a case-to-case basis.

4. When student removal from an activity or suspension from involvement is to take place, it must have the approval of the administrator. Parents/guardians must be informed.
5. Every participant is expected to have adequate insurance coverage provided by his/her parents. St. Nicholas Catholic School will not be responsible for any medical charges incurred by a student.
6. Students participating in a co-curricular activity must be in attendance for the entire school day immediately prior to an after-school or evening practice, contest, or event.

**First time co-curricular policy offenders will be suspended for one-third of the season or 30 days whichever is greater. Second time offenders will be suspended for the remainder of the season.**

In addition to the co-curricular code of conduct, the following code applies to athletics:

### **CO-CURRICULAR ACTIVITIES: ACADEMIC ELIGIBILITY**

The Athletic coordinator of a co-curricular program will submit a list of enrolled participants to the principal for review of their academic eligibility status. This is the process:

- Grades are checked weekly, typically on Friday.
- Any student with a GPA below a 2.5 or a grade of "F" or "U" in any subject is placed on probation for one week.
- Next grade check: if student(s) on probation has raised his/her grade(s) or made satisfactory progress, s/he is removed from probation. If grade has not been raised, student is declared ineligible beginning the first Saturday following the latest grade check and remains ineligible for one week. The student may not participate in practice or games during this week.
- At the next grade check, if an ineligible student has raised grade(s), s/he is reinstated. If not, student remains ineligible for an additional week. The student may not participate in practices or games during this week. Should the student remain ineligible for two consecutive weeks, s/he is dropped from that sport for the remainder of the season.
- Consideration will be given to those students with identified academic needs. School administration reserves the right to determine eligibility in all cases.

School administration will notify coaches/supervisors of student status.

### **Athletic Code of Conduct**

Students participating in SNS athletics must be in attendance the entire day of school immediately preceding an after-school or evening practice or contest. Serious illness or death in the immediate family, medical or dental appointment which cannot be avoided, and special situations which arise occasionally and for which an excuse has been secured beforehand from the administrator are exceptions to the rule. It should be noted that a student who is too ill to attend class is considered too ill to perform in athletics or co-curricular activities.

- **Participation**

The emphasis for all sports shall be on participation for all athletes. Each player meeting SNS athletic code requirements must play in every game and experience quality playing time.

- **Eligibility**

Participation is limited to students enrolled at Saint Nicholas School who meet academic and conduct standards. The Administration will review any exception to this rule.

- **Athletic Uniforms**

Uniforms are not allowed to be worn outside of the regularly scheduled times unless permission has been granted by the principal.

Combination teams with Freedom Middle School should adhere to the guidelines provided by their coaches/supervisors.

Acceptance and Acknowledgement Form will be sent home to families and must be signed prior to the activity's start.

### **COMMUNICATION WITH FAMILIES:**

The Rocket Recorder will be published weekly. Links to forms that need to be filled out will be included within the Rocket Recorder. Only in the event that you do not have internet access we will provide you paper copies of the information presented in the Rocket Recorder.

If necessary, a communication envelope will come home on Friday. This may contain items such as student pictures, Freedom School District information or the Lunch calendar etc.

Saint Nicholas Catholic School seeks to establish and maintain a partnership with parents in the best interest of the child. We recognize that parents are first and most important educators in their children's lives. These are some important pieces that help communication between home and school:

1. Report cards are issued at the end of each quarter for K-8 and at the end of each semester for 3K and 4K. Student grades can always be assessed through PowerSchool. Mid-quarter reports will be available at the middle of each quarter on PowerSchool.
2. Saint Nicholas Middle School provides on-line access (PowerSchool) to students' grades. Parents are greatly encouraged to check their child's progress every week. Please know that the PowerSchool Portal (<https://powerschool.gbdioc.org/public>) is always a good place to go when you are looking for information about your child/ren's school performance. If you do not have on-line access, please contact the school for making appropriate arrangements to check Powerschool via a school computer.

3. Middle School Students will also be given his or her user name and password so that each student can also check his or her progress. This will give students the opportunity to be more responsible for his or her grades.
4. A parent-student-teacher conference is held at the end of first quarter. This conference is mandatory. Other conferences may be held throughout the year as needed. Middle School students are expected to attend conferences with his or her parent(s) or guardian(s). Conferences afford the parents as well as the teachers the opportunity to question and listen. Strategies should be planned appropriate for the child.
5. Weekly information will posted by the individual teachers usually on email and/or in a paper copy Please read these thoroughly as this information is specific to that particular class. This information contains, but is not limited to upcoming events, field trips, meetings, schedules, test dates, project dates, and much more.
6. If you have any concerns with Saint Nicholas Catholic School, please contact the teacher or staff member involved via email.

### **COMMUNICATION WITH SCHOOL:**

Please feel free to communicate with the school whenever you feel it is needed. Staff members will return phone calls or answer e-mails as quickly as possible but will not be paged during teaching hours (7:30AM-3:10PM) as their primary concern is to the children in their classrooms. You can e-mail the teachers by using their first initial & last name@stnicholasfreedom.org.

### **CONDUCT:**

The Christian behavior expected from students is a reflection of the values of common courtesy and safety consideration. Students are expected to:

- Respect individual rights and the rights of others in a comfortable and pleasant atmosphere.
- Maintain proper behavior during class hours and school related activities.
- Respect school property.
- Follow uniform policy.
- Exhibit good manners.

### **CONFERENCES:**

Conferences will be held near the end of first quarter with optional ones at the end of third quarter. Conferences afford the parents as well as teachers the opportunity to question and listen. Strategies should be planned appropriate for the child.

Conferences may be requested by the parents, students, teachers, or principal at other times when necessary. Please know that the Power School Portal

(<https://powerschool.gbdioc.org/public>) is always a good place to go when you are looking for information about your child(ren)'s school performance.

You will be given a Student ID and Password to access your child(ren)'s information.



## **COUNSELORS:**

In the event of a crisis, we do have access to counselors from The Diocese of Green Bay, Catholic Social Services, other Diocesan Schools and the Freedom Area School District.

## **CURRICULUM:**

Saint Nicholas offers a complete religious and academic education program by a degreed and State certified teaching staff. In addition, educators are also required to meet certain standards for Diocesan religious certification.

## **DAILY PLANNERS:**

The intentions behind this booklet of information are to bring a unity among families, students, and staff at St. Nicholas School. The expectations are stated to form a solid foundation of education and faith between students, families, and staff. All must work together in order to assist in student success.

The Daily Planner: A copy of the Daily Planner is purchased for each student, in grades one through eight, by the school. This item must be kept intact or replaced at the student's expense. (Replacement expense would be \$10 per planner.)

- Students are to bring the Daily Planner to every class.
- The Daily Planner is not to be defaced by excessive decorating, writing, etc. The student will need to replace it at his or her expense.
- No pages are to be torn out of the book.
- The Daily Planner will be signed weekly by the parent and checked weekly by the homeroom teacher.

## **DISCIPLINE:**

At Saint Nicholas School, all children and teachers have a right to an atmosphere of learning, acceptance and safety. All the rules of our school are reasonable and coincide with our philosophy of "respect for the rights of others". Disciplinary action will have to be used with those who do not abide by the classroom and school rules. Discipline is to be considered an aspect of moral guidance. Its purpose is to develop respect for self and others, which in turn creates a school atmosphere conducive to learning. If a student is sent or called to the office for disciplinary reasons, the reason and action taken by the principal will be documented. Communication with parent(s) or guardians by phone, letter or conference will be used. Parents are asked to cooperate in this joint effort of helping students become aware of the need to comply with standards of this quality Catholic school.

## **DRESS CODE:**

- **Saint Nicholas Catholic School Dress for Grades 3K-4K**

Our youngest learners will practice the following clothing and work up to a uniform in kindergarten. Tennis shoes are required every day, all day. Dresses and skirts should have shorts or leggings underneath. Shorts should not be super short. Tank tops should have a shirt or sweater over the top. Winter clothes are required in the winter months (See Winter Attire).

- **KINDERGARTEN – GRADE 8**

We require that the students attend school dressed and groomed in such a way as to add dignity to the work they are about to do. The purpose of our school dress code is to ensure appropriate school attire with a minimum cost.

Students in grades K-8 will be wearing uniforms. As the definition of uniforms implies, the students will be dressed the same. The clothing is prescribed. The sameness of dress removes distraction and competition. Saint Nicholas Athletic Association clothing can be worn on game days only, except if we are going to mass on Thursday, or First Friday of the Month then uniform is required. Also, if there are students that attend Saint Nicholas Catholic School but play for Freedom Athletics, they may wear their uniform.

- **K-8 ENFORCEMENT**

Students are expected to be in proper uniform every day. At this grade level the parent/guardian is responsible to ensure that the child is in compliance with our uniform/dress code when they arrive at school. The teachers and principal will monitor the student's compliance during the school day. Students, who come to school not in proper uniform/dress code, will be reminded of what needs to be corrected and may be given extra clothes to change into or call home if necessary. (Consideration will be given to the age of the child.). If a violation of the uniform code occurs in middle school, the homeroom teacher will send a warning home to the parent. If a repeat violation occurs, the parent will be contacted and asked to bring a proper change of clothing to school. The principal will have final authority.

### **Saint Nicholas Catholic School Uniform Policy – Grades K-8 (GIRLS)**

**Shirts:** A choice of plain, solid (red, white, or navy blue), collared uniformed shirt, either long or short sleeved, must be worn tucked in at all times.

**Sweaters, Sweatshirts, or Fleece Jackets:** Sweaters, sweatshirts, and fleece jackets are optional and may be worn over the collared shirt. Sweater options: plain, solid (red, white, or navy blue) uniform sweater, sweater vest, or cardigan sweater. Sweatshirt options: plain navy blue or red crew neck sweatshirt. Navy blue hooded sweatshirt with the screen-printed or embroidered Saint Nicholas School logo. **Fleece Jacket (Columbia style):** plain navy blue, red, or white. A solid, (red, white, or navy-blue) turtleneck may be worn under the collared shirt, sweater, sweatshirt, turtlenecks may not be worn alone.

**Slacks:** Navy blue or khaki pants including cargo style. No jeans. No leggings.

**Jumpers, Skirts, or Skorts:** A navy blue or khaki pleated uniform jumper, skort, or red or navy polo dress no more than 3 inches above the knee. Wearing shorts, tights, or leggings (navy blue, red, or white) underneath the jumper is required.

**Shorts or Capris:** Navy blue or khaki uniform walking shorts no more than 3 inches above the knee; and navy blue or khaki Capri pants are acceptable during the approved months. (April 1-October 31) No "skinny" style uniform shorts.

**Socks or Tights:** Solid white or navy-blue tights may be worn. Socks are up to the individuality of the child.

**Shoes:** Tennis shoes **only**. Laces should always be tied. Please have a second pair of tennis shoes kept at school for the Community Center (gym).

**Accessories:** Hair or jewelry, etc: no extremes

**\*\*Note for all apparel (including sweatshirts):** Only Logos of St. Nicholas Catholic School or Rockets may be worn. Any other logos must be small in size and located on the right or left chest of the shirt or sweatshirt.

## **BOYS**

**Shirts:** A choice of plain, solid (red, white, or navy blue), collared uniformed shirt, either long or short sleeved, must be worn tucked in at all times.

**Sweaters, Sweatshirts, or Fleece Jackets:** Sweaters, sweatshirts, and fleece jackets are optional and may be worn over the collared shirt. Sweater options: plain, solid (red, white, or navy blue) uniform sweater, sweater vest, or cardigan sweater. Sweatshirt options: plain navy blue or red crew neck sweatshirt. Navy blue or light blue hooded sweatshirt with the screen-printed or embroidered Saint Nicholas School logo. **Fleece Jacket (Columbia style):** plain navy blue, red, or white. A solid, (red, white, or navy-blue turtleneck may be worn under the collared shirt, sweater, sweatshirt, turtlenecks may not be worn alone.

**Slacks:** Navy blue or khaki pants including cargo style. No jeans. No leggings.

**Shorts:** Navy blue or khaki walking shorts are an option during approved months (April 1-October 31).

**Socks:** Socks must be worn and are up to the individuality of the child.

**Shoes:** Tennis shoes **only**. Laces should always be tied. Please have a second pair of tennis shoes kept at school for Community Center (gym).

**Accessories:** Hair or jewelry, etc: no extremes

**\*\*Note for all apparel (including sweatshirts):** Only Logos of St. Nicholas Catholic School or Rockets may be worn. Any other logos must be small in size and located on the right or left chest of the shirt or sweatshirt.

- **NON-UNIFORM DRESS:**

Non-uniform days will be announced by the school periodically throughout the school year. Shorts may only be worn April 1 – October 31 and must follow uniform length guidelines. Leggings are only permitted to be worn under dresses or skirts; they are not to be worn as pants. Tanks tops and sleeveless shirts are not allowed. Tennis shoes must still be worn. Clothing that may be offensive may not be worn. Jeans are allowed but must be in good condition.

- **WINTER ATTIRE:**

During the winter months (November 1 – March 31), students will be going outdoors for recess and should dress appropriately. All students are to wear hats and mittens. Boots and snow pants must be worn once the snow covers the ground and are to be worn until the playground is dry in the spring. Students will be notified when they no longer need to bring boots or their snow pants. If a sweatshirt or fleece is worn as a jacket for recess, it is hung up when going back

to class, and not worn in the classroom. Jackets are not worn in the classroom. If the temperature with the wind chill hits below 0° Fahrenheit, the students will be having inside recess. Parents are responsible for sending the appropriate winter clothing for their child. Teachers will not be keeping students inside if they do not have appropriate winter attire.

- **GRADUATION DRESS**

While the church greatly respects the uniqueness and individuality in each of its members, it holds that modesty is a fruit of the Holy Spirit and that "Teaching modesty to children and adolescents means awakening in them respect for the human person." (Catechism of the Catholic Church 25234)

It is in this spirit of fostering respect for each other and for graduation we set forth a code of dress consistent with our culture's view of modesty. Semi-formal, modest attire is appropriate to the solemn beauty of this occasion." (Reference; Sacred Heart Catholic Church, Palestine, TX). This policy goes along side with the Confirmation dress code.

#### Young Men

**Attire:** Dress shirt/polo and dress pants or suit or sports coat and dress pants with tie and dress shirt.

***The following are not appropriate:***

Tennis shoes/sneakers/flip flops  
Jeans, baggy pants, sweats  
Formal Tuxedos

\*\*The administration reserves the right to amend or alter the dress code and determine the appropriateness of specific dress and appearance. Parents, we need your help.

#### Young Women

**Attire:** Modest dress, skirt and blouse, dress pants and blouse. Dress or skirt must be knee length or longer; chest, back and shoulders must be covered. Dress shoes with heels no higher than 2 inches.

***The following are not appropriate:***

Strapless dress  
Mini-skirts  
Jeans; skirts, casual or Khaki skirts  
Tight, backless, low cut dresses  
Exposing the abdomen  
Formal evening gowns  
Flip flops, sneakers, or shoes with heels over 2 inch

### **DRUGS, ALCOHOL, TOBACCO AND WEAPONS:**

Firearms, weapons and other dangerous objects are not permitted in any facility of the school. The possession or use of such objects is not permitted in the aforementioned buildings or on the grounds or property owned, used or operated by the school. For the purpose of this policy, a "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device which is used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being is a weapon. Weapons include, but are not limited to, any handgun, rifle, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Dangerous objects include, but are not limited to clubs, nunchaku, brass knuckles, knives, butterfly knives and stun guns. It is illegal to discharge a firearm in the school zone. Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon or dangerous object on the grounds. When possible, such dangerous objects shall be taken from the person. Parents of students found in possession of such dangerous objects shall be notified. Any student in possession of a firearm while participating in any school program shall be immediately suspended. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon or an explosive, incendiary or poisonous gas.

The normal consequence for such an action is expulsion from school for no less than 12 months. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the principal. A student expelled under the provision of this policy shall not be admitted to any Catholic school within the Diocese of Green Bay within that 12 month period, unless the principal, in consultation with the Office of Total Catholic Education, meet

with and discuss the situation with the principal of the school/program from which the student was expelled. To be considered for admission, the burden of proof shall be upon the student to demonstrate a willingness to comply with all school/program regulations, pose no threat or harm to others, and participate in regular counseling sessions to determine progress. Exceptions to this policy may be granted on a case-by-case basis by the principal for firearms, weapons or other dangerous objects displayed for authorized educational purposes.

### **DRUGS, ALCOHOL, TOBACCO AND WEAPONS CONTINUED:**

Such exceptions must be granted in advance of the display for educational purposes. The school shall provide annual in-service of this policy to all students and annual notification to parents.

Exemptions to this policy are granted to law enforcement officers. Exemptions to outside groups who use the school buildings on a regular basis, i.e. scouts, Knights of Columbus; may be granted by the principal.

### **EARLY RELEASE DAYS:**

Early release is at 12:10 p.m. Bus transportation is provided. Early release dates are on the school calendar. Beginning the 2024-2025 school year, lunch will not be served.

### **ELECTRONIC EQUIPMENT:**

Students are not allowed to use personal electronic equipment at school. Students in grades 2-8 are provided with a Chromebook to use for school.

### **EMERGENCY EVACUATION: (In compliance with the FASD)**

The responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

We have in place a system of emergency preparedness which shall ensure that:

- A. the health and safety of students and staff are safeguarded;
- B. the time necessary for instructional purposes is not unduly diverted;
- C. minimum disruption to the education program occurs;
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Administrator shall develop administrative guidelines for the handling of all emergency evacuations.

### **EMERGENCY INFORMATION:**

Emergency information for each child is kept in the office. It should be completed each year at registration and should list persons to call when a child becomes ill at school. Any important medical information should also be given. Please update this information in writing or e-mail when changes are made.

### **FAMILY VACATIONS:**

**We encourage parents to plan vacations when school is not in session.** However, realizing that such is not always possible, we request written notification to the teachers and office personnel. Missed schoolwork is to be completed after the vacation. If the vacation falls at the end of a quarter, Incompletes will be given until due date for completion of missing work. (See "Homework/Home Learning" for more information)

### **FIELD TRIPS:**

Occasionally students are involved in a field trip to extend the learning. Parents are required to sign a permission slip and return it to school for field trips. Students will not be permitted to accompany their class on field trips without written permission.

**Chaperones must be Virtus trained.** There will be many opportunities for parents to chaperone field trips during the year. Please remember the main purpose of adults assisting with field trips is to help supervise the student experience. (Chaperones will not be allowed to bring younger children).

### **FINANCIAL ASSISTANCE:**

Financial assistance is available for Grades 4K-8 through Saint Nicholas Parish if you are a Parish member. Application forms are included with registration packets and available on the website. In consultation the administrator and pastor determine eligibility.

- **SCHOOL CHOICE:** Wisconsin's statewide Parental Choice Program, a private school voucher program, was enacted and launched in 2013. The program offers school vouchers to students whose families meet certain income

qualifications and are not assigned to the Milwaukee Public Schools or Racine Unified school districts

### **FIRE, TORNADO, LOCKDOWN, SHELTER DRILLS:**

Both the state of Wisconsin and the Diocese of Green Bay require that schools participate in drills regarding the safety of the children. These drills will be held monthly. Evacuation plans are displayed in every classroom and are communicated with students throughout the year.

### **GRADUATION**

Eighth Grade graduation will be held the last Tuesday evening of the school year. All fees must be paid one week prior to graduation. Eighth graders are expected to be dressed appropriately as this is a very special occasion. Please see Graduation Dress under Dress Code.

### **HARASSMENT/BULLYING:**

- **POLICY**

***Saint Nicholas Catholic School aligns with the Green Bay Diocese Bullying and Harassment Policy. It states:***

It is the policy of the Diocese of Green Bay to treat each person with dignity and respect because we are all made in the image of God. Our educational and catechetical environment must reflect Catholic values in attitudes and actions at all times, as the Lord has called us to do: "Love one another as I have loved you." We are obliged to follow the Lord's commands and teach our students that "What you do to the least among you, you do it to me." Thus, Jesus insisted that we treat others with dignity, respect and courtesy.

Each school, parish religious education and youth ministry program strives to provide a safe, secure and respectful learning environment for all persons in school and parish buildings, in social media, on school and parish grounds, on school buses, and at school and parish-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school and parish consistently and vigorously need to address bullying with a focus on what Jesus has taught us about the dignity of persons so that there is no disruption to the learning environment and learning process.

- **PURPOSE** - It is the purpose of this policy to ensure that the moral standard given to us by Jesus be the focus in our educational environment, so it is safe from physical or emotional conduct that bullies, threatens, demeans, harasses or insults students, teachers, parents, or other adults. The Beatitudes should be our guide in putting others first and serving each other as Jesus did to bring peace and joy to others.

- **Bullying** is deliberate or intentional behavior using words or actions, or electronic communication, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.
- **Bullying** behavior can be:
  1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
  2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, sexually suggestive remarks, racist remarks, put-downs, jokes, demeaning comments, drawings, cartoons, pranks, gestures)
  3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, organized or overt social exclusion and sending insulting messages or pictures by electronic devices – also known as cyberbullying)
- **Cyber-bullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of **cyber-bullying** include:

1. mean text messages or emails, rumors sent by email or posted on social networking sites
  2. embarrassing pictures, videos, websites, or fake profiles
- **Harassment** is systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

**Harassing** conduct can include:

1. repeated offensive sexual flirtations, advances or propositions, and continued or repeated verbal abuse of a sexual nature
  2. graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact
- **Sexting** is the act of sending sexually explicit messages or photographs, primarily between mobile phones. It is a combination of the words sex and texting, where the latter is meant in the wide sense of sending a text possibly with images.

**Sexting** may include:

1. nude or revealing photos of themselves to other
2. illegal action depending upon the circumstances and could lead to criminal charges against the individual sharing the photo.



- **Hazing** is intentional or reckless engagement in any act which could endanger physical safety as part of participation in a group regardless of the willingness of the individual to participate.

**Hazing** may include:

1. Brutality
  - forced consumption of a substance
  - forced confinement or humiliation
  - rituals involving harassment or abuse

All **bullying/harassment** behaviors are prohibited in school or parish buildings, property and educational environments as well as catechetical environments, including vehicles owned, leased, or used by the school or parish. Bullying/harassment behaviors are also prohibited on bus transportation for school attendance or field trips. Educational environments include, but are not limited to, all activities under school/parish supervision.

## **BULLYING/HARRASSMENT RESPONSIBILITY**

It is the responsibility of the administrator to ensure that a bullying/harassment policy is established, communicated, and enforced, including sexual harassment. It is the responsibility of all faculty, staff, parents, volunteers, and students to report incidents in a timely manner of bullying and/or harassment to the administrator. It is the responsibility of the administration to implement appropriate consequences. It is the responsibility of all faculty, staff, volunteers, and students to enforce this policy at all times.

## **BULLYING/HARRASSMENT PROCEDURE**

- A. All school and parish staff members and administrators (school, religious education including catechetical leaders and catechists, and youth ministry) who observe or become aware of acts of bullying are required to promptly report these acts to a designated school or parish staff member or administrator.
  - Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to a school/parish staff member or administrator.
  - Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.
  - The school or parish official receiving a report of bullying shall immediately notify the school or parish employee assigned to investigate the report. School and parish religious education and youth ministry administrators have the responsibility to receive the information and conduct the investigation.
  - There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.
- B. The person or persons assigned by the school or parish to conduct an investigation of the bullying report shall, as soon as possible, interview the person(s) who are the victim(s)

of the bullying and the persons who are the initiators of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. The reporting form is completed. Parents and/or guardians of each person involved in the bullying will be notified prior to the conclusion of the investigation. The school or parish shall maintain the confidentiality of the report and any related pupil records to the extent required by law. Follow-up report will be completed by person who investigates the situation.

- C. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school or parish administration and board may take disciplinary action, up to and including parent conferences, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Staff will provide support for the identified victim(s).
- D. The policy will be distributed annually to all students enrolled in the school and parish religious education and youth ministry programs, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school and parish will also provide a copy of the policy to any person who requests it.
- E. The policy shall be re-evaluated when necessary and modified to keep the policy aligned with best practices in the field of bully/harassment prevention and response.

### **HOME AND SCHOOL:**

All families are members of the Home and School Association. We invite families to become active participants in this important organization. The Home and School Association is a way of integrating the mission of the school for the benefit of the children. Several family events are scheduled throughout the year. Families are notified in advance of the meeting dates, times and social events. **There is a \$15 membership fee assessed to families that helps with the cost of many events sponsored by the Home and School Association.**

### **HOMEWORK/HOME LEARNING**

St. Nicholas Catholic School strives to provide a quality education for the whole child. Learning stems beyond the assigned work and helps to shape our students to become successful after they leave our school. This includes encouraging a strong work ethic, being a self-advocate and following through on tasks.

Homework gives students the opportunity to continue practicing beyond what is happening in the classroom. In some cases, homework may be finishing up something they have started during the day. In other cases, homework may be the extra practice students need to fully grasp the concepts being taught. In either case, homework should be viewed as practice to the assessment that demonstrates their learning.

Homework will not be graded; however, it may be assigned daily. Students will be expected to complete the work in an effort to grow in their learning. Depending on the

students' grade level, homework may be corrected in class or simply reviewed by the teacher to look for understanding.

Projects may be given with clear rubrics for completion and may require work at home. These projects will be graded and the effort at home will be expected.

### **Family Involvement in Home Learning**

At St. Nicholas we firmly believe that we are working together with families to provide for our students. As a team of life-long learners, we know that learning continues beyond the walls of our building. Therefore, it is imperative that families are invested in their students' education. Providing home learning help, encouraging studying for tests and promoting a strong work ethic is necessary to continue the work we do during the day.

We acknowledge that every child is different. We know that all students learn differently and require a different set of tools. We are committed to providing the tools necessary to help our students be as successful as possible. Families will be asked to explore these tools and choose the ones that work best for their child. If a pattern of low scores emerges, families will be asked to reevaluate their home learning/studying plans to set their child up for success.

Students will be given a variety of different tools from their teacher at the beginning of the unit or year, depending on age level. These tools should be used to help with their home learning process. Families will be asked to complete a Google Form each week as a check-in with their child's teacher as to what home learning tools were used that week.

### **Assessments and Grading**

Assessments will be graded. Quizzes and tests, along with projects, will be used to calculate the students' final grades.

Assessments that receive a score of 80% or below may be retaken once for students in grades 3<sup>rd</sup>-8<sup>th</sup>. The make-up assessment will be given within a week of the original assessment. In an effort to encourage students to be self-advocating, a student/teacher meeting will be initiated by the student and a studying agreement will be created and sent home. This will encourage students to put in extended effort to prove their learning has taken place and eliminate the same result as the first assessment. This process will look different dependent on the student's grade level.

Students that chose not to complete work in a timely manner and then are unable to show they have learned the skills on an assessment, will be asked to complete all assigned home learning from the unit and/or specific lessons before they will be able to retake assessments.

## **Grading**

St. Nicholas follows the grading guidelines put in place by the Diocese of Green Bay.

3K and 4K students will receive report cards at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Their report cards follow a loose standard-based grading format. Students are given scores on their performance of important learning standards; both social/emotional and academic standards are assessed.

Kindergarten – 2<sup>nd</sup> grade students will receive report cards quarterly. Their report cards follow a S-/S/S+ scale to show their learning.

Third grade – 8<sup>th</sup> grade students will receive report cards quarterly. Their report cards follow an A/B/C/D/F format. Students will receive letter grades using the following scale:

A – 100-94 %	B – 93-85 %
C – 84-77 %	D – 76-70 %
F – 69 % or lower	

Students in kindergarten – 8<sup>th</sup> grade will receive an insert in their child's report card that shows how many of the home learning assignments were completed compared to how many were assigned. This information should be used to help understand why a grade is assigned.

## **Homework and Absences**

Classroom learning is imperative to student learning. When a student is out of the classroom, they are missing a whole piece of the learning process. We understand that absences may occur throughout the school year however, students that miss class due to illness or vacation, will be required to make-up the work that they missed. Teachers will do their best to aid the student in their learning but cannot do so at the detriment of other students' learning. Therefore, work from the day(s) they were absent will be sent home and expected to be completed in as many days as they missed. For instance, if a student missed 2 school days, they have 2 additional school days to complete and turn in any missed work. The student's teacher has the final decision if more time will be offered.

## **Homework and Vacations**

Being present for classroom learning is important for students to develop an understanding of the material presented. We strongly encourage families to limit the number of days that students are missing for vacations. However, if a student does miss school for a vacation, homework will be sent home with the student when they return. Homework will not be provided before the student leaves.

## **HOT LUNCH PROGRAM:**

Saint Nicholas School offers a nourishing hot lunch program daily during the school year. Please make checks payable to the St. Nicholas School with Hot Lunch on the Memo line. Students' lunch accounts can be found on their FACTS Tuition Management account.

Lunch accounts should have positive balances at all times.

- o Lunch times are staggered are approximately:

Grades 3K, 4K: 11:25 a.m.

Grades K, 1, 2: 11:30 a.m.

Grades 3, 4: 12:05 p.m.

Grades 5-8: 12:05 p.m.

The cost is \$3.70 per day without milk or \$4.00 per day with milk. Hot lunch checks should be put in an envelope labeled with the student's name, grade, and the amount enclosed. Children who eat cold lunch may purchase milk at school. Milk is \$.40 per carton (milk prices may fluctuate). Lunch account balances may be checked on your student's FACTS account.

Volunteer help from parents is needed to assist the kitchen manager with serving in the hot lunch program. Please contact the school office to sign up for volunteering in the kitchen for the school year. Lunch menus will be issued monthly and included on the school website. Families needing financial assistance should contact the school office.

## **HOURS FOR OFFICE/SCHOOL:**

**Hours for Office: 7:40 AM-3:30 PM**

**School hours: 7:50 AM-3:10 PM**

**\*All 4K – 8 Staff & Students attend Mass Thursdays and Holy Days at 8:15 a.m. unless otherwise noted.**

**\*\*Teachers are here at school from 7:30 AM to 3:30 PM.\*\***

## **ILLNESS OR INJURY:**

(D/B code 4145.1, 4145.2) In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

## **IMMUNIZATIONS:**

State law requires all students to be immunized against certain diseases. These records are kept in each student's health file and should be updated as needed.

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious, or personal

conviction waiver is filed with the school. A physical examination is recommended before entrance to Kindergarten.

### **LEAVING SCHOOL GROUNDS:**

No student is allowed to leave the school grounds during school hours for any reason without permission of the parents and the school. If an early dismissal is needed, this request should be written and turned in to the office or call the office. Additionally, all students must be signed in/out at the school office. Your child will be called to the office when you arrive to pick them up. Please do not go to the classroom. Each family is required to have a list of people allowed to pick up their children on PowerSchool. Anyone not listed may only pick up the students with written permission from the student's parents. This is intended as a safety for each student and family.

### **LIBRARY USE:**

Weekly library periods are scheduled for grades 3K-4th. All books are due two weeks from checkout date. Books are renewable. Fines of \$.05/school day may be charged for overdue books. Replacement fees will be charged for lost books, which includes the cost of the book and a \$3.00 processing fee.

### **LITURGY/PRAYER DEVELOPMENT:**

Celebration of liturgy is central to our faith. Students and faculty participate in liturgies that are celebrated throughout the year. The Liturgy schedule is found in the school calendar of events. Family members are encouraged to participate. If the mass intention for the day is for your family, please let the school office know. We will make arrangements for your family to participate in bringing up the gifts.

Development of prayer life, a study and appreciation of Jesus, and encouragement in the practice of Christian courtesy are all an integral part of our Religion curriculum.

- School Liturgies are held once a week, on Holy Days, and on special feasts.
- Individual classes plan and celebrate Mass with their peers.
- Prayer Services, formal and spontaneous prayer, and religious instructions are part of the daily class program

### **LOCKERS:**

Lockers are assigned to Middle School Students at the beginning of the school year. A fee will be charged for any damage to the locker. Teachers will inspect lockers when they are assigned, periodically throughout the year, and at the end of the school year. Students should:

- Report all breakage, loose bolts, and other defects
- Close lockers carefully (**Do not kick them shut.**)
- Keep them shut
- Keep contents in order
- No open beverages/food in lockers.

## **LOST AND FOUND:**

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items that they would not like to have broken since the latter may occur. **Clothing items should be labeled with the child's name.** Items found will be placed in a designated area. All lost and found items not claimed at the end of each semester will be donated to a local charity.

## **MEDICATIONS:**

Parents/guardians are to notify the administration of their student's need to have medication administered during school hours. Only designated personnel may administer drugs to students. Asthma inhalers may be carried by the student for use as needed.

The directions of the prescribing doctor must be followed.

You must bring the medication in the original or pharmacy labeled container, properly marked with the name of the student, name of medication, and the dosage to be given.

PARENT/GUARDIAN MEDICATION FORM MUST ACCOMPANY the medication with the parent's consent and signature. The parents must instruct the student to report to the school office on time for the medication.

School personnel will administer no medications unless permission is given.

NO MEDICATION CAN BE AUTHORIZED OVER THE PHONE unless a form is on file in the office.

Information to consider: When you know your child will be on medication, discuss the hours of administration with your doctor. It may be possible to regulate the dosage so that the administrations could be done while your child is at home. This policy will be followed for all medications, including Tylenol or other over the counter medications.

## **PARENTS/GUARDIANS/VISITORS ENTERING SCHOOL:**

All people entering the school building during school hours are asked to first report to the school office. You need to sign in and wear either a "volunteer" or "visitor" badge. It is also necessary that you sign out. This is to ensure the safety and protection of you, your child, and the school. If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety.

**If a child is to be picked up during the school day, due to illness or an appointment, the child is to wait in the school office. The parent/guardian or designee must sign out the child.** Visits should not disrupt the planned activity of the school or classroom.

## **PARTIES:**

The staff through the administration will schedule parties for special occasions. Room parents will be asked to assist at these parties. Invitations to individual parties should not be distributed at school unless all students are included. **Nutritional snacks are encouraged whenever treats are sent to school. Birthday treats are encouraged to be extra recess and not food items.**

### **PETS:**

Due to allergies, pets of any kind are ordinarily not allowed at school. The principal may make exceptions.

### **PICTURES:**

Photographs of all students will be taken at the beginning of the year. These photos are used in our yearbook or for other school activities. No uniform is necessary on Picture Day.

### **PLAYGROUND:**

Students (3K-8) will have a supervised recess as part of the school day.

### **PROMOTIONS AND RETENTIONS:**

(Administrator Code 4030 Progress) Promotions and retentions are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), Principal and any other personnel involved with the student.

### **RECESS:**

The playground area and equipment are for student use. Students are expected to show respect for all playground equipment, play fairly, share and exhibit courtesy to classmates.

Students are supervised on the playground at all times. All students are to be on the playground during recess.

At the end of each recess, students are to stop all play, walk to the designated area, and wait for the supervisor to lead them into the school building.

Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor below zero. Students will have supervised free time in the school building on days when bad weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the teacher in charge.

### **RECORDS:**

The school follows the **policy of the Diocese of Green Bay #5020**.

All schools/religious education programs in the Diocese of Green Bay shall collect, maintain, and disseminate student records with utmost care and responsibility. No personal information should be collected about minor pupils without the consent of their parents. Catholic school administrators shall preserve both the integrity and privacy of the required student permanent records. All student permanent records shall be kept in perpetuity by the school or by the parish if the school closes. When a parish ceases to exist and the records are forwarded to the diocese, the school records shall be kept by the diocesan Department of Total Catholic Education. Upon request by the parents/guardians, official transcripts may be released to another school in which the



student intends to enroll or in compliance with a court order to release information concerning a student. All other requests for release of student permanent records may be granted only with the written authorization of the parents/guardians or the student if 18 years of age or older.

### **REPORT CARDS:**

Report cards are issued at end of quarter. Parents or teachers may request conferences.

(Also see "Homework/Home Learning" section.)

### **SACRAMENTAL PREPARATION:**

Sacramental preparation is a parish responsibility and is coordinated with the parish Administrator of New Evangelization. Guidelines for preparation and reception of First Communion and First Reconciliation are followed according to those set by the Green Bay Diocese.

Parents are expected to be involved in the preparation of the child receiving a sacrament.

Classroom preparation consists of units pertaining to the background and understanding of the sacrament.

Expectations of parish preparation and the celebration of the sacrament will take place in the parish where the family is registered. Parish preparation is defined as those activities for parents, guardians, sponsors, and the student, which are conducted by the parish of membership in preparation for the celebration of the sacrament. This may include parent meetings and parent/child gatherings, retreats, service, special prayer gatherings, home based family lessons, etc.

The parish of membership will communicate with parents regarding Sacramental preparation.

### **SCHOOL SERVICES:**

Speech, Title I, and other Programs are available for students who qualify. Speech and Title 1 services are provided through the Freedom Area School District.

### **SCHOOL SUPPLIES:**

A supply list is provided to all families for the school year. It is the responsibility of the students and the family to have the necessary school supplies. Assistance is available for families having difficulties obtaining school supplies. Please see the administrator.

## **SERVICE HOURS (Middle School)**

At St. Nicholas, we believe in the importance of serving those in our community. Our middle school students will be required to meet a minimum number of service hours each year. The school will provide frequent opportunities to students throughout the year but parents are encouraged to help their students meet their total hours.

6<sup>th</sup> grade requirement: 10 hours

7<sup>th</sup> grade requirement: 15 hours

8<sup>th</sup> grade requirement: 20 hours

## **STANDARDIZED TESTING:**

Students in Grades K thru 8 will take the STAR Test two times per year minimum. Students in grades 3 through 8 will also take the Wisconsin State Forward Test. Testing schedules comply with the Diocesan testing standard. Results from these tests are used by the school in evaluating and planning curriculum. Individual student results are reported to parents. Specialized testing is available through the district for students with special concerns and needs.

## **SUPERVISION:**

Students may enter the building at 7:00 a.m. each day. The school assumes responsibility for the students from the time they arrive in the morning until they leave on the bus at the close of each school day.

After School Care is offered from 3:10-5:30 pm on full days of school. Fees for this service are included in the registration packet.

## **SUSPENSION/EXPULSION: Diocese of Green Bay Policy #5080.**

### **SUSPENSION**

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct.

Suspension is a short-term dismissal of a student from the school:

1. in response to an action of a very serious nature or
2. after other remedial measures have been employed without success

### **The following directives shall be observed:**

1. Only the principal has the authority to suspend a student.
2. A student shall not be suspended for more than five school days.
3. The student and parent/s or guardians shall be informed of the reasons and decision for the suspension before the student is removed from the school.
4. A conference shall be held with the parent/s or guardian/s of the student.
5. A written record including date of the suspension, reasons, and notes relating to the conference with the parent/s or guardian/s shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parent/s or guardian/s.
6. As a remedial measure, the students should be provided with some type of

assignments to be done during the days of suspension. Credit for such work, if any, is determined by local school policy.

## **EXPULSION**

The long-term dismissal of a student from school is an extreme measure to be taken only as a last resort;

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons

### **The following procedures shall be observed:**

1. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as described in "2" above, the student shall be immediately suspended until the process described in numbers 2-8 can be completed.
2. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
3. A conference shall be held with parents, student, principal, and teacher(s) at which time the grounds for dismissal will be presented and discussed.
4. Expulsion will be determined by the principal; the decision may be appealed to the local board.
5. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents.
6. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
7. The student's personnel record shall indicate that the reason for transfer was expulsion.
8. Expulsion must be reported to the local public school district administrators.

## **TEXTBOOKS AND SCHOOL PROPERTY:**

The students at St. Nicholas Catholic School are made aware of the value of our school property and the need to use it carefully. The student must replace any school property that is damaged or destroyed through misbehavior or improper use. Fees will be assessed for damaged textbooks.

## **TITLE IX:**

St. Nicholas School complies with Title IX of the Education Amendments of 1972 to the extent that no person shall, on the basis of sex, be excluded from participation in nor denied the benefits of, nor is subjected to discrimination under any educational program or activity.

## **TRANSFER:**

When transferring to another school, records will be issued upon written request from the new school.

### **TUITION:**

Each year the Pastor in consultation with the Administrator sets tuition according to the anticipated costs of educating a child. Other revenues such as parish subsidy and third source funding pay for the majority of the per-child cost.

St. Nicholas uses the FACTS Tuition Management program to house all of our tuition, fee and invoices. All families are able to choose from a variety of different payment options to meet their family's needs.

### **VANDALISM:**

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school required that the student(s) according to the terms determined by the school principal make restitution.

### **VIRTUS TRAINING: (VIRTUS® Protecting God's Children Adult Awareness Session)**

All priests, deacons, other ministers, and employees who may or may not have regular contact with children, young people and individuals at risk and **volunteers** who have regular contact with children, young people and individuals at risk are required to complete the VIRTUS Adult Awareness Training Session.

Contact the school office for more information.

### **VISITORS:**

All people entering the school building during school hours are asked to first report to the school office. You need to sign in and wear either a "volunteer" or "visitor" badge. It is also necessary that you sign out. This is to ensure the safety and protection of you, your child, and the school. If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety. **If a child is to be picked up during the school day due to illness or an appointment, the child is to wait in the school office. The parent/guardian or designee must sign out the child.** Visits should not disrupt the planned activity of the school or classroom.

### **VOLUNTEERS:**

Community volunteers are considered a very special resource to St. Nicholas Campus. Volunteers are encouraged to become a part of a successful program. There are many areas in which volunteers can assist in all classrooms, programs and extracurricular activities.

### **WITHDRAWAL:**

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.