

# St. Nicholas Catholic School Family Handbook 2018 – 2019

Preschool, Pre-K, Kindergarten and Grades 1 – 6



## Faith. Learning. Service.

***Mission Statement:** The purpose of St. Nicholas Catholic School is to aid families in bringing their children closer to Christ by providing the children with an excellent integrated religious, academic, and social education in order that they may develop a Christian attitude, a solid work ethic and respect for themselves and their community.*

[www.stnicholasrupert.org](http://www.stnicholasrupert.org)

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806 F Street, PO Box 26

Rupert, Idaho 83350

Dear Parents and Students,

The purpose of this handbook is to convey to our students and their parents the primary objectives of St. Nicholas Catholic School, and to provide essential information concerning our policies and regulations. Catholic education is a unique alternative to the public and private systems of education. All children who attend St. Nicholas Catholic School, from childcare/preschool through the sixth grade, are valued and accepted as who they are because each is a child of God. Every student is loved and cared for as part of our Christian family, a gift from God, unique and special.

Quality education is not accomplished in isolation. It is initiated, promoted, and performed in concert with students, parents, guardians, teachers, administrators and concerned stakeholders. Each student learns that to live successfully in this diversified world, rules and regulations that govern behavior must be followed. Codes of performance are established, clearly defined and explained at the beginning of each school year. The policies and general rules of conduct are reviewed often and justly enforced for the safety and benefit of all our students.

As a part of the Catholic school community, students learn that order is necessary to accomplish the tasks of education. Students learn that they must discipline themselves to achieve their personal goals. Our emphasis is to teach each child to become a responsible, contributing member of the community, to wisely use their God-given gifts and special talents for the mutual benefit of society.

Our primary focus is to meet the academic, spiritual, emotional and social needs of our students. To achieve this success, it is essential that we have a united effort and significant communication between school and home. News bulletins from the school via text and/or email will be sent home at least once every week and on an as needed basis. These bulletins will acknowledge upcoming events that will require your attention. Likewise, each teacher keeps a classroom page on the school website explaining requisite assignments and future events. Quite often, students will bring home hard copies of announcements and events. Please consistently check the school website and insist that you receive this information from your child. Also, if you desire additional communication and information, please call the office or your child's teacher to set an appointment.

We ask that you carefully read this handbook, review it with your child, and keep it in your home for future reference. Asking God to guide us, we will continue to strive for quality education at St. Nicholas Catholic School. God bless you for your cooperation and support.

Sincerely in Christ,

St. Nicholas Catholic School Staff, Principal and School Board

**Welcome to St. Nicholas Catholic School! This handbook will serve as an introduction and a guide to our goals, policies, and procedures. By enrolling your child at St. Nicholas Catholic School, you and your child(ren) agree to abide by the policies and procedures outlined in this handbook.**

St. Nicholas School is the only accredited parochial school in the Mini-Cassia area. State curriculum guidelines are used for each major curriculum area. Standardized tests are administered annually in Kindergarten through 6<sup>th</sup> Grade. In addition, class time is devoted to the instruction of the Catholic faith.

For the safety and well-being of all St. Nicholas Catholic School students, all parents, staff, and volunteers of St. Nicholas Catholic School are required to be certified to be “safe adults” by participating in a Safe Environment Workshop (SEW) provided by the school and/or the parish. This requirement must be renewed each year. For those who have never had a SEW, this requirement must be met in a face-to-face workshop by a certified presenter. In subsequent years after the first face-to-face workshop, this requirement may be met with an on-line SEW for a maximum of four years. After five years of certification, everyone must again take another face-to-face training.

### *Administration and Staff*

<i>Superintendent</i> .....	Fr. Carmona
<i>Pastor</i> .....	Fr. Gabriel
<i>Principal</i> .....	Wes Remaley
<i>Secretary</i> .....	Nikki Wutzke
<i>Bookkeeper</i> .....	Candi Llanos
<i>Preschool (5-Day)</i> .....	Jennifer Hieb
<i>Preschool (2-Day and Preschool 3-Day)</i> .....	Emily Armstrong
<i>Kindergarten</i> .....	Maren Knopp
	Kim Ball
<i>1<sup>st</sup> Grade</i> .....	Beth Cofer
<i>2<sup>nd</sup> Grade</i> .....	Marie Packham
<i>3<sup>rd</sup> Grade</i> .....	Page Eberhardt
<i>4<sup>th</sup> Grade</i> .....	Kim Talbot
<i>5<sup>th</sup>/6<sup>th</sup> Grade</i> .....	Karren Charles
<i>Music</i> .....	LeNell Griffin
<i>Religious Education</i> .....	Jasmyn Rogge
<i>Title I</i> .....	Imelda Rodriguez
<i>Primary Teaching Assistant</i> .....	Kaylee Bingham
<i>Aftercare</i> .....	Gabby Santacruz
<i>Custodian</i> .....	Belen Martinez and Bertha Maldonado
<i>Food Manager</i> .....	Mandi Dutton
<i>Endowment Board</i> .....	Anita Hoebelheinrich
<i>PTC President</i> .....	Anna Strauch
<i>School Board President</i> .....	Sara Adams

## *Table of Contents*

Administration and Staff.....	3
Philosophy .....	5
Student Learning Expectations .....	5
Code of Conduct .....	6
Accelerated Reader on Website .....	8
Accidents .....	8
Admission/Requirements/Immunizations.....	8
Aftercare.....	9
Arrivals/Departures.....	10
Asbestos .....	10
Attendance/Health .....	11
Attendance Awards .....	12
Birthdays .....	12
Bicycles .....	12
Buses .....	12
Changes to Handbook .....	12
Chaperones and Field Trip Drivers .....	13
Class Parties .....	14
Closures .....	14
Communication .....	14
Concerns.....	15
Custody.....	15
Daily Schedule.....	15
Discipline .....	16
Dress Code.....	16
Emergency Alert System .....	18
Emergency/Safety Procedures .....	18
Facebook .....	19
Field Trips .....	19
Fundraisers .....	20
Homework Policy & Table.....	20
Library .....	21
Lost & Found .....	21
Lunch/Breakfast .....	21
Medication.....	22
Music.....	22
Parent Teacher Club (PTC).....	22
Parent Teacher Conference .....	23
Photo/Video Release .....	23
Physical Education .....	23
Pictures .....	23
Playground/ Recess Rules .....	23
Religion.....	24
School Board .....	25
School “Inside” Rules .....	26
Technology .....	26
Telephones, Cell Phones and Other Electronic Devices.....	26
Toys.....	27
Transfer/Withdrawal from St. Nicholas .....	27
Tuition .....	27
Unwritten Regulations.....	28
Visitors.....	29
Volunteers .....	29
Website .....	30

**Philosophy**

**We believe St. Nicholas Catholic School to be an essential element of St. Nicholas Catholic Parish’s mission to proclaim the Gospel:** Our desire is to provide a learning environment where students may encounter the beauty of God in academics, prayer, and play. In believing that God is the source of all joy we wish to illumine all the school’s activities with that light. Being that faith and reason can lead us to the truths of God, our desire is to foster an environment where students may encounter Christ through both.

**We believe that St. Nicholas Catholic School and Parish are an essential resource for the Domestic Church:** The family, i.e. the Domestic Church, has the primary responsibility in the spiritual and intellectual formation of children. St. Nicholas Catholic School assists families by encouraging the practice of an active family faith life, and an invested interest in academic success based on the child’s gifts and abilities. Our goal is to be a strong asset to families in their work to raise faith-filled children who are intellectually and morally strong.

**We believe in forming the whole person:** Since each human person is endowed with inherent gifts, talents and abilities, we believe that the education environment must form the whole person. Our students learn in an environment where the spiritual, intellectual, social and moral parts of the child are strengthened in an integral manner.

**We recognize St. Nicholas Catholic School to be part of the history of Catholic Education:** Catholic education has continually sought to form children who will unite their work and homes with sharing God’s love. We not only desire our students to excel academically, but to help them discern where God has gifted them and how to respond to those gifts.

**We believe in academic excellence:** To assist each child in personal academic excellence, our curriculum relies on each student’s personal accountability. In addition to teaching of the highest standards, our school adheres to Idaho state standards, diocesan requirements, and the accreditation standards of the Western Catholic Education Association.

<b>Student Learning Expectations (SLE’s)</b>		
<u><b>Faith</b></u> in Action	<u><b>Learning</b></u> in Action	<u><b>Service</b></u> in Action
<ul style="list-style-type: none"> <li>• Develop a <b>Christian attitude</b> through a variety of experiences, including attending Mass, religion class, liturgies, and prayer</li> <li>• Develop a <b>solid work ethic</b> through decisions and choices made using Christian values</li> <li>• Develop a <b>respect</b> for God through prayer and a quest for understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a <b>Christian attitude</b> by fostering a love of learning through a variety of academic experiences</li> <li>• Develop a <b>solid work ethic</b> through accepting responsibility for their own learning</li> <li>• Develop a <b>respect</b> for learning that lasts a lifetime by connecting classroom learning with life</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a <b>Christian attitude</b> toward all by celebrating the diversity in our school and community</li> <li>• Develop a <b>solid work ethic</b> through community service projects</li> <li>• Develop a <b>respect</b> for self by knowing God loves us and realizing we have talents to share</li> </ul>

# *St. Nicholas Catholic School Code of Conduct*

## *Expectations of Students*

“I will behave in a Christ-like manner.”

### *Spiritual*

I will respect others and myself in speech and actions by:

- exhibiting empathy, kindness, and forgiveness to others.
- being cooperative with teachers and schoolmates.
- using polite manners and appropriate titles when addressing others.
- respecting the rights, safety, and well-being of others.
- refraining from harassing and bullying.
- helping and assisting others cheerfully and lovingly.

### *Academic*

I will take an active part in my learning by:

- developing self-confidence.
- concentrating and persevering.
- developing independent work skills and habits.
- completing and turning in all assignments in a timely manner.
- developing appropriate time management skills.
- assuming a fair share of the workload in group work.
- working and learning in cooperation with others.
- listening attentively at all times.
- being prepared daily for class.
- being consistent in attendance and punctuality.

### *Community*

I will take the Gospel message and build God’s Kingdom here on earth by:

- taking responsibility for my own actions.
- following the directions given by those in authority.
- actively listening to what others have to say.
- respecting the personal space of others.
- being honest and truthful in word and deed at all times.
- being careful with all property: the school’s, other’s, and mine.
- using safety habits at all times while on the school campus: inside the classrooms, the halls, restrooms, cafeteria, gym, playground, and the church.
- not bringing guns, knives, or weapons; replicas of guns, knives, or weapons; prescription or non-prescription drugs; or any potentially dangerous items onto the school campus.
- abstaining from the use of abusive or profane language.
- never engaging in dangerous, violent, threatening, or illegal activities.

## ***Expectations of Parents/Guardians***

“I will model for my child a lifestyle that demonstrates Christ-like behavior.”

- I will interact with staff, children, and other parents in a respectful manner.
- I will support the academic progress and spiritual growth of my child by:
  - assisting in homework assignments and behavior plans.
  - ensuring that my child is consistent in attendance and punctuality.
  - preparing my child to be ready to learn each day.
  - encouraging my child’s best effort at all times.
  - reviewing and explaining school rules and procedures with my child.
  - expecting my child to know and follow classroom and school rules.
- I will celebrate my child's learning, recognizing and appreciating their accomplishments.
- I will maintain open, ongoing communication/dialogue with my child's teacher.
- I will be knowledgeable and supportive of the school policies and expectations.
- I will resolve differences in a sincere and genuine manner giving validity to differences.
- I will be an active member of my child's educational team.
- I will volunteer my time and talent to the school (at least 15 hours per family per year and participate in at least 1 of the 5 major fundraisers).
- I will attend the Safe Environment Class for parents and volunteers.

## ***Expectations of Faculty and Staff***

“I will exhibit a Christ-like lifestyle demonstrating and modeling Catholic beliefs and values.”

- I will respect myself, other staff members, the children, and parents/guardians.
- I will support the spiritual and academic growth of the children.
- I will provide a positive environment for learning and celebrate each child’s growth and accomplishments, while employing accepted best instructional practices.
- I will maintain open communication/dialogue with children, families, and faculty/staff.
- I will support the mission statement, vision statement, and policies of the school.
- I will ensure confidentiality and privacy in regards to records and the people I serve.
- I will adhere to the guidelines established in the Idaho Teacher Code of Ethics.
- I will be an active member of the children's educational team.
- I will make every effort within my means to protect the students from conditions detrimental to learning or to physiological, psychological, or spiritual well-being.

## **Accelerated Reader on Website**

You can access the Accelerated Reader online program from home the way you normally do. If you've never done it before from home you can go to the school website [www.stnicholasrupert.org](http://www.stnicholasrupert.org).

1. On the home page go to the right side and look under QUICK LINKS.
2. Click on Accelerated Reader for Students.
3. Enter your student's user name: their first name.
4. Enter your student's password: their first and last name initials.

Parents can also access Accelerated Reader for Parents right above the Student link.

## **Accidents**

In case of a serious accident, every effort will be made to contact the injured student's parents or guardians. When this is impossible, the person(s) designated as the Emergency Contact on the registration form will be contacted. Parents are responsible for keeping the school office informed of any changes in their address or telephone numbers. St. Nicholas Catholic School reserves the right to authorize medical treatment be given when deemed necessary to preserve the life, limb, or well-being of the student especially when the parent or guardian cannot be reached. Parents are responsible for providing health insurance for their children while they are at school. St. Nicholas Catholic School does not carry insurance for students.

## **Admission**

St. Nicholas School is open to all students regardless of their religion, race, sex, age (in accordance with the law), national origin, or disabilities if reasonable accommodations can be made. All students are expected to follow school rules and exhibit Christian behavior. The school reserves the right to admit students on a probationary period if there is reasonable cause to do so.

### **Requirements**

- Preschool students must be 3 years old by September 1.
- Pre-K students must be 4 years old by September 1.
- Kindergarten students must be 5 years old by September 1.
- Parents/Guardians are required to present copies of original birth certificate and immunization records.
- Students transferring from another school are required to provide most recent report card upon enrollment. St. Nicholas School reserves the right to place students in the appropriate grade level based on information provided.



## Immunizations

Children are required to meet the following minimum immunization requirements or have a valid exemption form on file upon “admission to kindergarten through grade twelve (12) of any Idaho public, private, or parochial school” (IDAPA 16.02.15.100).

<b>K-6<sup>th</sup> Grade Immunization Requirement by Age</b>	<b>Doses of Vaccines Required</b>
Children born after September 1, 1999 through September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B
Children born after September 1, 2005 must have a minimum of:	(5) Diphtheria, Tetanus, Pertussis (DTaP) <sup>2</sup> (2) Measles, Mumps, and Rubella (MMR) (4) Polio <sup>3</sup> (3) Hepatitis B (2) Varicella (Chickenpox) <sup>4</sup> (2) Hepatitis A
<b>Children enrolled in Preschool or Aftercare:</b>	(4) Diphtheria, Tetanus, Pertussis (DTaP) (1) Measles, Mumps, and Rubella (MMR) (3) Polio (3) Hepatitis B (4) ActHib or (3) Pedvax Hib

1. Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health & Welfare.
2. DTaP: The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older.
3. Polio: The 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after previous dose.
4. Varicella: History of chickenpox disease documented by a physician or licensed health care professional meets the requirement.

## Aftercare

St. Nicholas Aftercare serves PreSchool through 6<sup>th</sup> grade students of St. Nicholas Catholic School. The purpose of St. Nicholas Aftercare is to address the needs of our working parents by extending our regular school day.

Aftercare is offered to PreSchool and Pre-K students from 12:00 p.m. to 5:30 p.m. and to Kindergarten through 6<sup>th</sup> grade students from 3:00 p.m. to 5:30 p.m. There is a \$2.80 per hour charge for Aftercare. All students must be picked up by 5:30 p.m. After that time, there is a \$1.00 per minute charge.

If a student in PreSchool is not picked up at the end of the morning (12:00), he/she is sent to Aftercare. If he/she is picked up by 12:15, there is no charge. If he/she is not picked up by 12:15, the Aftercare charge reverts to begin at 12:00. If a student (K-6) is not picked up at the end of the day, he/she is sent to Aftercare. If he/she is picked up by 3:15, there is no charge. If he/she is not picked up by 3:15, the Aftercare charge reverts to begin at 3:00.

Snacks are provided during Aftercare. Students may bring their own snack; however, they may not bring it out until snack time.

As part of our Aftercare program, we offer Homework Club for 2<sup>nd</sup>-6<sup>th</sup> Grade from 3:00 to 3:30 p.m., Monday through Thursday. Participation is optional unless a parent/guardian requests daily attendance. Aftercare charges apply to Homework Club.

Students are expected to conduct themselves in a positive manner: respecting themselves, classmates, supervisors, and school property. School rules and dress code remain in effect for the entire duration of Aftercare. Misconduct or abuse of this privilege may result in removal from Aftercare. St. Nicholas Aftercare is closed whenever school is not in session. In addition, there is no Aftercare the last day of school before Christmas Break.

## *Arrivals/Departures*

The school is open each morning at 7:50. Please do not drop students off prior to this time as the doors are locked and there will be no supervision.

Bus riders are dismissed between 2:40 and 3:00. All other students are dismissed at 3:00. If a student has not been picked up by 3:05, he/she will be sent to Aftercare. Students will not be allowed to wait in front of the school to be picked up.

A written notification or personal phone call to the school is required if a student is to leave school with someone other than a parent or an authorized person listed on the "After School Info" form. Students will not be allowed to call home for permission to go home with another student.

Students who stay in Aftercare must be picked up before 5:30.

## *Asbestos*

Congress passed the Asbestos Hazard Emergency Response Act in 1986, referred to as AHERA. Part of the requirement was that every school be inspected for the presence of asbestos in any of the building materials. The reason for this is that there is evidence that asbestos may be a health hazard under certain conditions and above certain amounts. Since the primary danger is from inhalation of the very small fibers, there is most concern with the asbestos that can become airborne easily. Even hard substances (floor tiles) can emit fine particles under certain conditions (like sanding or drilling) and, therefore, all asbestos was searched out.

There are more than 3,000 different building products that may contain asbestos, including the pipe insulation and boiler jackets, vinyl-asbestos floor tiles, plaster, wall board, spray-on fireproofing or sound proofing, and electrical devices.

Asbestos is a naturally-occurring substance, a mineral that is mined and processed. It consists of many extremely fine fibers, and it is these fibers that are the source of the difficulty. While the medical research is not complete, it appears that the fibers lodge themselves in the lung tissue and cause scar tissue to form over them. It is believed that this can lead to cancer in the lung, therefore asbestos is a known and listed hazard.

We have had an inspection performed by an Environmental Protection Agency licensed inspector, and we have a management plan prepared by an EPA certified Management Planner. The inspector examined each school building and area that the students would use. All material suspected to contain asbestos was either sampled to determine its presence or assumed. The condition of each material was identified and ranked, thus the hazard potential of every asbestos-containing and assumed asbestos building material was assessed.

The management planner helped us prepare a plan to manage the asbestos-containing material that was identified. The plan for each school can be found in each school, and you may examine it there. These plans have been sent to the Governor for approval. If you have any questions regarding the plans, you may contact Sarah Quilici, the Superintendent of Catholic Schools in Idaho who the designated person for the Diocese is, or your principal, to answer asbestos questions and to manage our plan.

We are operating according to our management plans. We will comply fully with all regulation regarding this material and will take whatever actions necessary to keep our school environment healthy and safe for all who visit us for education, work or play.

## **Attendance/Health**

Good attendance at school is an extremely important aspect of each student's education. The St. Nicholas Catholic School attendance policy states that students are expected to be in attendance whenever school is scheduled.

### **Absences**

- Please call the school office at 436-6320 no later than 9:00 a.m. if your child is going to be absent.
- During any period of time between 8:20 a.m. and 2:45 p.m. that a student is out of the assigned classroom, he/she is considered absent.
- If the student is gone for either a morning or afternoon, determined by the lunch period, a ½ day absence will be counted.
- Excused absences are illnesses or emergencies that are verified by parents and/or physician and reported to the school office by a note or phone call.
- With any absence, the student must complete all missed assignments as required by the teacher and will be permitted two days make-up for each day absent.
- If a student misses more than 10% (18 days) of the school year it is considered excessive. No more than 6 days should be missed per trimester. If students are not in attendance at least 90% of the time, it may affect the student's promotion to the next grade.
- Absences due to school-approved activities are excused and will not be counted.
- Picking up students prior to the end of the day is strongly discouraged as this causes excessive disruptions for the classroom teacher.

### **Illness**

- Students should not come to school if they have a temperature of 100 degrees or more, have diarrhea, or are vomiting.
- If a student has any contagious conditions such as chicken pox, head lice, scabies, ring worm, mumps, pink eye, etc., they will be sent home from school.
- If a student becomes ill at school, he/she will be sent to the office and a parent/guardian will be notified to pick up their child.

### **When a child should be kept home**

The decision to keep a child home from school can be a difficult one; however, certain conditions should warrant keeping a student at home including vomiting, diarrhea, high fever, or severe flu symptoms within 8 hours of attending. Good hand washing is encouraged to prevent the spread of communicable illnesses to students and staff.

### **Head Lice**

St. Nicholas Catholic School has a "no nit" and a "no live lice" policy for head lice. If a child is found to have either, they will need to be picked up immediately and will not be allowed back in school until the infestation has been treated and is under control. Please keep your child home until you've done the necessary treatment. Please notify the School Secretary or your child's teacher if head lice or nits have been identified and treated on your child. Strict confidentiality will be maintained. If your child has been treated for head lice, he/she must be checked by school staff before being re-admitted to class.

### **Tardies**

- A student is considered tardy if he/she is not inside the classroom at 8:20 a.m.
- Students who are tardy must pick up a tardy slip in the office before entering the classroom.

## **Attendance Awards**

Perfect Attendance awards will be given to students each trimester who have no absences (excused or unexcused), no tardies, no early departures, or have not been out of school for any portion of the day for whatever reason. Leaving early, being tardy or leaving for part of the day to perform a "Service Project" will not be counted against attendance. Service is one our SLE's and we want to encourage and promote it. Also, leaving early will not be counted against a student's attendance if they leave with a parent after the Veterans' Day program, Talent Show, or Juan Diego play assuming they are scheduled at the end of the day.

## **Birthdays**

In order to maintain our academic focus, birthday parties will not be celebrated in the classroom for 1<sup>st</sup> through 6<sup>th</sup> grades. On the first Monday of each month, birthday students will be recognized during opening and will sit at the "Birthday Table" during lunch.

We do allow birthday parties in PreSchool and Kindergarten. Please check with your child's teacher to find the best time of day to bring in treats. Food treats need to be prepared commercially and in original packaging. No homemade treats. No red juice. No gum.

Birthday party invitations may not be passed out at school unless one of the following conditions is met:

- Every student in the class is invited.
- Every boy in the class is invited to a boy's birthday party.
- Every girl in the class is invited to a girl's birthday party.

## **Bicycles**

Students who ride their bicycle to school must park his/her bike on the bicycle rack in front of the school and must wear a helmet. It is the student's responsibility to make sure bicycles are securely locked to the rack. St. Nicholas Catholic School is not responsible for lost or stolen items.

## **Buses**

St. Nicholas Catholic School students may ride the bus to and from school using the Minidoka County School District buses. It is the parent/guardian's responsibility to contact the Minidoka County School District Bus Garage at 436-3311 for busing information.

In the event that Minidoka busing is not available, parents are responsible for dropping off and picking up students. Such days will be noted on the monthly school calendar.

## **Changes to the Handbook**

Changes to this handbook are usually made before the new school year and are approved by the School Board. If the School Board or Principal needs to revise the handbook during the school year, prompt notification will be sent home regarding the changes.

## *Chaperones and Field Trip Drivers*

The following guidelines are set for parent chaperones and must be followed:

1. Non-classroom students may NOT accompany any field trip. (i.e. younger siblings, friends, etc.). We feel this may distract from the students' ability to gain full advantage from the outing.
2. Chaperones must have completed the "Safe Environment" requirements which include the Safe Environment Workshop and a background check.
3. Chaperones are assigned students to supervise.
4. Chaperones are to keep the assigned students with the group at all times.
5. Chaperones are to help students follow through on the expected behaviors for the activity as given by the teacher or the guide.
6. Chaperones are asked to assist in the learning process by questioning students about the presentation as appropriate.
7. Chaperones are asked to make note of students who do not comply with appropriate behavior and inform the teacher in charge.

The following guidelines are set for parent drivers and must be followed:

1. Driver information sheet must be filled out and turned into the **school office a minimum of five (5) business days before the field trip. This form can be found online at [www.stnicholasrupert.org](http://www.stnicholasrupert.org) under the main menu, "Parent Resources".**
2. Drivers must be at least 21 years of age.
3. Drivers must have a current Idaho Driver's license.
4. Automobile insurance coverage: \$100,000 per person/\$300,000 per occurrence/ \$100,000 per property. (A combined single limit of \$500,000 is acceptable.).
5. Medical coverage of \$100,000 per person to cover passengers.
6. Drivers must have completed the "Safe Environment" requirements which include the Safe Environment Workshop and a background check.
7. The office will need a copy of:
  - Driver's license
  - Current vehicle registration papers
  - Proof on Insurance
8. Transportation is to be provided in accordance with the purpose of the field trip.
9. Travel must be to and from the field trip location.
10. Students are to ride to and from the trip with the same parent.

## *Class Parties*

### *All Hallow's Eve (Halloween)*

We try to provide a "Christian view" of All Hallow's Eve. Costumes of "evil characters", such as devils, witches, vampires, or anything to do with satanic ideas, are not allowed. Students participate in a costume parade through the classrooms. Preschool and Pre-K students may wear costumes to school. All other students may change into their costume during afternoon recess.

### *Christmas*

School wide "Birthday party for Jesus" is held in the lunchroom.

### *Valentine's Day*

Students celebrate in their classrooms. Students are allowed to exchange valentines.

## *Closures*

Families will be notified about school closures electronically through our emergency alert system via phone message, text message or email. All families are required to be enrolled in the emergency alert system, and it is the parents' responsibility to maintain accurate contact information via the website <https://login.beehively.com/login?sid=stnicholasrupertid>. In addition to the electronic notification, parents may also check the local TV channels, radio stations, our website [www.stnicholasrupert.org](http://www.stnicholasrupert.org) or the Minidoka County Schools website at <http://www.minidokaschools.org>. If Minidoka County schools are closed because of weather conditions, St. Nicholas School will also be closed.

In the event of an emergency school closure after school has begun for the day, there will be an immediate emergency alert to inform parents. Staff will be expected to stay with students who are not picked up immediately for 30 minutes. After the 30 minutes, all children will be sent to Aftercare and charged accordingly. For these circumstances, Aftercare will remain open until the usual closing time of 5:30 p.m.

## *Communication*

Home to school communication is essential. We want to provide this communication to you in as many ways as possible, and as effectively as possible. Some ways are through:

- Weekly updates sent via email
- Emergency alerts via text, call, or email
- St. Nicholas Catholic School Website: [www.stnicholasrupert.org](http://www.stnicholasrupert.org)
- Parent-Teacher Conferences
- Positive Parent Contacts
- Parent Teacher Club projects and events
- Back-to-School/Open House Night
- Hallway bulletin boards and TV
- Written notices and invitations sent home with the students
- St. Nicholas Parish and St. Therese Parish church bulletins

## Concerns

If you have any suggestions, concerns, or complaints, please bring them to the attention of your child's teacher or the school principal.

## Custody

The Family Educational Rights and Privacy Act of 1975 respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and will send school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## Daily Schedule

Please make every attempt to get students to school on time. School begins with the First Morning Bell at 8:10 a.m. Also, please make every attempt to NOT pick up students at the end of the day before 3:00 p.m. We will not call students out of the classroom before that time unless it is an emergency. We are making a concerted effort of getting as much "Academic Learning Time" in the classrooms as we possibly can.

- School open for children: 7:50 am
- Before School Recess: 8:00 am
- First Morning Bell: 8:10
- Tardy Bell: 8:20
- Morning Recess: Pre – 4<sup>th</sup> : 9:45 – 10:00
- Morning Break: 5<sup>th</sup> – 6<sup>th</sup> : 9:55 – 10:00
- Preschool Dismiss: 11:15
- Lunch: 11:15 – 11:45
- Lunch Recess: 11:45 – 12:00
- Afternoon Recess: Aftercare, K – 6<sup>th</sup> : 1:20 – 1:35
- End of the Day Prayer and Get Ready Bell: 2:55
- Dismissal Bell (Walkers/Aftercare/Homework Club): 3:00
- Homework Club: Mon through Thurs for 2<sup>nd</sup> thru 6<sup>th</sup>: 3:00 – 3:30

## **Discipline**

St. Nicholas Catholic School's policies have the intent to foster student success through the development of self-discipline. Behavior stressing Christ-like conduct, the development of an excellent learning environment, and student safety will be the expectation for each student. No student will be allowed to interfere with the educational process within the classroom. Positive reinforcement and responsibility training will be an integral part of our discipline plan. Involvement of the parents in the disciplinary process is seen as a means of having the school work together with the home in an effort to place emphasis on corrective measures with the hope of developing within each student the responsibility for their own conduct. Teachers will have individual classroom procedures for discipline.

Teachers and staff will monitor student's behavior and enforce school and classroom rules. Our discipline is based on "What Would Jesus Do." As part of the corrective action, students may be asked to read a Bible verse and reflect on it to improve their awareness of living as the Bible says. The level of discipline is based on the type of infraction and frequency, and includes:

1. Verbal Warning
2. Time out on the wall at recess.
3. Parent Notification – primarily used for behavior issues or missing homework. Three Parent Notifications issued within 1 month will result in missing the "Citation Free Activity."
4. Written Citation – primarily used for defiance, fighting, harassment, profanity or vulgarity, or other similar offenses.
5. Meet with the Principal.

## **Dress Code**

It is the intent of St. Nicholas Catholic School to provide a safe, educational environment. A school dress code compliments the teaching of order and discipline, provides for a less distracting environment, and builds a sense of teamwork. See [www.frenchtoast.com](http://www.frenchtoast.com) for examples of our approved dress code clothing.

Compliance with the dress code is mandatory. Kindergarten through 6<sup>th</sup> grade students must be in uniform everyday. Students are expected to arrive at school wearing approved clothing and colors. Parents will be called to bring appropriate clothing if necessary. We have tried to make this as clear as possible, however, if there is a question as to the appropriateness of an item of clothing, it will be decided according to the administration's discretion.

### **Regular Week Uniform:**

#### Top:

- Solid red, navy, or white polo shirt. Can be long or short sleeved. Must have a collar.
- Solid turtlenecks or mock turtlenecks in red, navy or white.
- Shirts must be long enough to be tucked in.
- Solid red, navy or white cardigans, crew neck sweatshirts, and pullover sweaters are allowed to be worn over a uniform shirt.
- No logos, stripes, patterns or embellishments other than an approved St. Nicholas monogram.

#### Bottom:

- Boys - Solid navy or khaki pants or shorts.
- Girls – Solid navy or khaki pants, shorts, skirts, or dress/jumper. No embellishments such as sparkles, ruffles, lace, or tulle material.
- Shorts, skorts, skirts, and dress/jumpers must be no shorter than one inch above the knee.
- Blue jeans are not allowed. Also, not allowed: sweat/wind pants, oversized/baggy pants.



- No logos, stripes, patterns or embellishments.
- Bottoms must fit appropriately and be worn around the waist.

Footwear:

- Socks and shoes must be worn at ALL times.
- Solid red, navy or white socks/tights/leggings must be worn.
- No stripes, patterns or embellishments on socks, leggings or tights.
- Tights/leggings must be covered with a skirt, shorts, capris, or pants.
- Small logos on socks are acceptable, such as the Nike “swoosh”.
- No wheeled or “Heely” styled shoes.
- No flip flops.

Headwear/Hats:

- Headwear/Hats of any kind must be removed upon entering the buildings.

Outerwear:

- Jackets and sweatshirts worn for outside warmth must be removed while inside the classroom.
- Hats, gloves, snow pants and snow boots are recommended for recess in the winter. Snow pants are permitted in the classroom.

Appearance:

- Students must arrive to school clean and neat in appearance.
- Shirts must be tucked in at all times.
- Clothing must be the correct size and in good condition with no holes or tears.
- Girls may wear small earrings. Boys may not wear earrings.
- Temporary tattoos must not be visible.
- Hair shall be well-groomed and clean with no artificial coloring or bleaching, and no extreme haircuts (e.g., designs, mohawks, words, etc.).
- Students are not allowed to wear make-up.

Mass Uniform

- Top: Solid red polo shirt, or a red vest/sweater over a uniform shirt.
- Bottom: Solid navy or khaki.
- No shorts, capris, or snowpants.
- No logos, stripes, patterns or embellishments other than an approved St. Nicholas monogram.

Preschool & Free Dress Day

- Clothes must be appropriate, clean, modest, and in good taste for a Catholic School.
- Shorts and pants must be worn at the waist.
- No sleeveless shirts or dresses including tank tops, halter tops, or spaghetti straps; unless a shirt with sleeves is worn underneath.
- Students must wear socks with any style of shoe – No flip flops.

Spirit Days

- SNCS logo t-shirts, sweatshirts, or regular uniform shirts may be worn on special “Spirit Days”.
- Uniform bottoms or non-uniform bottoms (jeans or corduroys) may be worn.

Sunday Best

- Boys will wear a button-up dress shirt with a tie and dress pants (no jean or Levi material).
- Girls will wear a dress with sleeves, or a skirt and blouse with sleeves.
- eves.

## **Emergency Alert System**

St. Nicholas Catholic School has an alert system in case of an emergency. We will be using this alert system to communicate events such as school closures, school lockdowns, natural disasters, and any other type of major emergencies that require parent notification. When a message is sent from school administrators, the system will contact you immediately via E-Mail, Phone, and/or Text Message depending on how you set it up.

For NEW Families only: There is a one-time \$5.00 set up fee per family that will be added to your October statement unless you already paid at registration.

Follow these steps to set up your account:

Step 1 Please go to the school's website: <https://login.beehively.com/login?sid=stnicholasrupertid>

Step 2 Select New Users "Registration." Complete the form. Click "submit."

Step 3 You will be receiving an email with a confirmation link. It will state: your application will be sent for approval to the school office once you click the link. You must click on this link to complete your application process.

Step 4 The school will review and approve your application. You will receive an email stating that you have been approved and "Welcome to School Yard." This could take up to a full business day.

All information is kept private and will not be released to any third parties. It is your responsibility to keep the information in "beehively" current. Returning families: Please review your information to make sure everything is still current. Please go to the school website as well and register as soon as possible, [stnicholasrupert.org](http://stnicholasrupert.org).

## **Emergency/Safety Procedures**

### **Student Safety**

St. Nicholas Catholic School is committed to providing our students with a safe environment while attending school. Faculty and staff are required to wear staff identification name badges. All volunteers must attend a Volunteer's Safe Environment Workshop session prior to participating in activities involving the students. Visitors are required to check in at the school office upon entering the school during school/aftercare hours and must wear visitor identification (unless they are just picking up their child). Classroom visits and interactions are encouraged and must be scheduled with the teacher prior to the visit.

Please talk to your child about basic safety rules, such as crossing streets only at crosswalks; not accepting rides with or talking to strangers; and immediately reporting suspicious activity. Teach your child basic family information, including cell phone numbers, address, emergency contacts, family code (if one exists), parent/guardian full names and places of employment.

St. Nicholas Catholic School has an "access control system" to monitor visitors coming into our school. We ask parents and other visitors to ring the "doorbell" by the front door and wait patiently until the door is unlocked for entrance into the building. The front doors will remain locked during the day except during high traffic times such as at the beginning of the day from 7:50 a.m. to 8:30 a.m., etc.

### **Accidents/First Aid**

The school is equipped to handle minor medical emergencies. In case of a serious accident, a parent/guardian will be contacted immediately. If it is impossible to reach a parent/guardian, the family doctor or nearest emergency unit will be contacted as indicated on the student's Emergency Form. It is extremely important that the school have current and correct information for emergencies. Please notify the office of any changes to the Emergency information on file.

### **Fire Drills/Evacuation**

Regular evacuation, lockout and lockdown drills are held at school. Evacuation routes are posted in each room.

St. Nicholas Catholic School has a Crisis Plan to be utilized in the event of an emergency situation. In the event of an emergency situation that would make SNCS unusable, students will be walked to the Rupert Civic Auditorium or the Minidoka School District Service Center. Parents/Guardians will receive an emergency alert notification and will need to pick up students at the designated location.

### **Facebook**

St. Nicholas Catholic School has a Facebook page. This will not replace our website for homework and important notifications, so please be sure you are checking the website for homework, classroom information, calendar events and the school lunch menu. We will use Facebook for fun information sharing and photos, it is not a platform to discuss issues of concern. If you have a concern, please contact the school Principal by telephone or email. Please note that we will not tag children in photos and the same rules apply to Facebook as our Photo/Video Release indicates. **Any 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.**

### **Field Trips**

Students are taken on educational field trips off campus to enhance learning experiences. Students are required to have a written permission slip signed by a parent/guardian for each field trip, with the exception of destinations within walking distance. Phone calls and emails are not acceptable forms of permission. However, permission slips can be printed off of the school website. Signed permission slips can then be scanned and emailed or faxed to the school secretary. Students who do not turn in a proper form will not be allowed to participate in the field trip and will be required to stay at the school with an assignment from his/her teacher. Field trips are a privilege, not a right. Students can be denied participation if he/she fails to meet academic or behavioral standards.

## **Fundraisers**

Fundraising is essential to the economic security of St. Nicholas Catholic School. Money raised throughout the school year supports the every day running of our school. Each family has a responsibility to participate in fundraising.

The six major fundraisers held throughout the school year are: Feel Good Fun Run (Sept.), PTC School Carnival (Sept.), Fall Auction and Gala (Nov.), Basque Dinner (Mar.), Jog-A-Long (May), and Golf Scramble (Jul./Aug.).

### **Gift Cards (also called Scrip)**

St. Nicholas Catholic School has partnered with local and national businesses to offer gift cards to you at no extra cost. The businesses give a varying percentage back to the school. As a viable means of keeping tuition down and raising funds for our school, gift cards to a variety of local and national businesses are available to purchase in the school office. **Parents are expected to purchase a minimum of \$50 in gift cards per month.** Half of the rebate percentage will be credited to your tuition statement and half will go to the school. Gift cards must be paid for at the time of purchase in the office. Gift card orders cannot be put on your monthly account statement.

### **Mandatory Participation**

Each family is required to purchase/sell one \$75 Fall Auction and Gala packet and one \$75 Basque Dinner Packet. Failure to do so will result in a charge on your tuition statement. Purchasing these packets do not go towards volunteer hours.

### **Other**

- Ask customer service at Smith's to link St. Nicholas Catholic School to your Fresh Values card as part of their Earn & Learn Program. You must renew this each year. The ID number for our school when signing up with Smith's is: 82367
- Collect Box Tops and turn them in to the school office or classroom teacher.
- Sign up and use: Smile.amazon.com. When you log in to your account (or create a new one), pick St. Nicholas Catholic School Endowment Foundation as your charitable organization and resume shopping. You must log in to Smile.amazon.com each time instead of Amazon.com, but they both work the same way.

### **Outside Fundraisers**

Following are guidelines students must follow when soliciting sales for fundraisers not affiliated with St. Nicholas School.

- Students may not approach staff members or parents to sell their items.
- Students may post a sign in the office for a maximum of one week describing what they are selling and who to contact if interested.
- Order forms may not be posted in the office, just a sign.

## **Homework Policy and Table**

We believe in the value of regularly scheduled and well-designed homework assignments. Homework provides for our students:

- building blocks to form life-long study habits in self-discipline and time management.

- necessary reinforcement of a new process or academic skill.
- opportunity to apply new knowledge and skills.
- enrichment and extension of content knowledge and reasoning skills.
- ownership, responsibility, and accountability for learning.

Homework provides opportunities for our parents:

- to form an educational partnership with their children.
- to communicate with teachers about academic growth.
- to offer one-on-one instructional help for their children.
- to read with their children nightly.

<b>AVERAGE NIGHTLY HOMEWORK TIME PER GRADE</b>	
Pre-K and Kindergarten	15 minutes
Grades 1 and 2	30 minutes
Grades 3 and 4	45 minutes
Grade 5 and 6	60 minutes

The amount of time required to complete an assignment may vary depending on the ability and study habits of an individual student; however, the above table suggests an average amount of time typically required for each age group.

### **Library**

The library is coordinated by our school librarian. Library time is provided each week for Kindergarten through 6<sup>th</sup> grades. All books must be properly checked out and returned by the due date. Students with overdue books may not check out new books and will be assessed a fine. Borrowers will be expected to pay for lost or damaged books. A student will not be allowed to check out books if he/she has a book that is missing and needs to pay for it."

### **Lost and Found**

Please remember to mark all clothing with your child’s name. Please check Lost and Found periodically if your child is missing anything. At the end of each trimester items still remaining in the lost and found will be donated to the St. Nicholas Catholic Food Room or Idaho Youth Ranch.

### **Lunch/Breakfast**

#### **Hot Lunch**

Applications for free and reduced priced school meals are available in the SNCS office  
 Fees for school meals are as follows:

Breakfast is not available at SNCS.	Student Lunch:	\$2.75
	Reduced Student Lunch:	\$1.00
	Adult Lunch:	\$4.00
	Additional Milk:	\$0.50

Parents are always welcome to eat lunch with their child. Please notify the school office before 9:00 AM if you are planning on eating lunch.

### **Lunch From Home**

Students have the option to pack a cold lunch from home. The school does not provide refrigeration for lunches brought by students. Also, the school cannot offer to warm up lunches brought from home. Students may not bring any type of soda or “red” drinks. Drinks in glass bottles are not allowed. If “drive-in” lunches are brought to school for students, please provide milk, water, or juice instead of soda.

### **Lunch Room Rules**

1. Enter quietly.
2. Talking is allowed within the table limit.
3. Wandering around the lunchroom during lunch causes problems and is highly discouraged.
4. Do not use Parish Hall restrooms. Students should use the restroom and wash hands before going to lunch.
5. Trays are to be dumped and stacked in an orderly fashion. No more than 3 may dump at a time.
6. Sharing food is a safety issue so there is no sharing of food.
7. Students must listen to and follow the direction of the Table Leaders.
8. Table Leaders must show good judgment, responsibility, and respect for the students in their care.
9. Pick up any paper or food that may drop.
10. Use GOOD manners.

### **Medication**

Prescription medications will be dispensed to students ONLY when the parent has signed a designated release form. Medication will be kept in a secured location in the school office and administered by either the secretary or the principal. Medication is not allowed in the classroom.

### **Music**

Kindergarten through 6<sup>th</sup> Grade students will receive scheduled class time devoted to music each week. Students perform at our Veteran’s Day Program in November, the Caring & Sharing Festival in December and at the Minidoka Memorial Hospital in March. In addition, students will participate in two concerts: the Christmas Concert in December and the Spring Sing in April.

Students in 5<sup>th</sup> through 6<sup>th</sup> grade may choose to participate in our traveling singing/performing group, The Half Notes. The Half Notes perform throughout the year for various community organizations and school concerts. Red polo shirts are worn when performing. Half Notes are obligated to attend all rehearsals and performances. Rehearsals and most performances are scheduled during school time. Half Note students must be in **good academic and behavioral standing** to be able to continue participation.

### **Parent/Teacher Club (PTC)**

St. Nicholas is fortunate to have a wonderful PTC program that helps to bring school and community together. The PTC meets annually at the Fall Open House.

## *Parent/Teacher Conference*

Parent/Teacher conferences are held 2 or 3 times per year approximately mid-trimester. Please refer to the monthly school calendar for dates.

## *Photo/Video Release*

St. Nicholas Catholic School sometimes places news about our school in the local newspaper, Idaho Catholic Register, or other media including our school website at [stnicholasrupert.org](http://stnicholasrupert.org) and school Facebook page. The school reserves the right to use student pictures and names in publications. **Any parent who does not wish his/her child's picture or name used, must notify the principal in writing prior to the beginning of the school year.**

## *Physical Education*

Kindergarten through 6<sup>th</sup> grade students will have weekly class time devoted to physical education. All students are expected to participate in P.E. activities unless a parent/guardian sends a written note. Please make sure your child wears appropriate clothing and shoes (no sandals or open-toed shoes) on P.E. days.

## *Pictures*

Generally, individual and class pictures are taken in the fall and individual specialty pictures are taken in the spring. Although all students are asked to have pictures taken for school records, the purchase of these pictures is optional. The principal will determine the dress code for pictures. Fall pictures are typically in school uniform. Spring pictures are typically parent's choice.

## *Playground Rules/Recess*

All students, Preschool through 6<sup>th</sup> grade, are required to be outside for scheduled recess, including before school recess. The adult on duty is in charge and students are expected to cooperate as requested. If discipline is necessary, students may receive time-outs, parent notifications, or citations.

"School recess is held indoors only when the weather becomes extremely cold or wet. Please prepare your child for cold weather by dressing them properly with a heavy coat, gloves, hat and boots. Coats and/or additional layers over school uniforms are required to be worn by all students during the months of December, January, and February. Coats and/or additional layers will also be required at any other time when the temperature/wind-chill is below freezing."

Please send a dated note in if your child needs to stay inside for recess for a medical reason. Children may not stay in from recess more than 2 days in a row.

### **Playground Rules:**

1. **Your actions may not cause a problem for anyone else—students, parents, teachers.**
2. Defiance, misuse of equipment, and student intimidation will result in consequences.
3. Students are responsible for the equipment they take outside (take it out, bring it back in.).
4. Children are to stay outside for recess unless the teacher has received a note from home.
5. Children are not to go back inside to get a drink or play things.
6. No tackle games or dodge ball games.
7. No throwing rocks, snowballs, ice or other objects that may hit/injure someone.
8. No toys brought from home except for playground balls.
9. Slides:
  - a. Slide down on bottom with feet first.
  - b. No climbing up slides or standing on them.
  - c. 1 person at a time – no “chains”.
  - d. No Preschoolers on the large slide.
  - e. On hot days, feel the metal slides to determine if they are too hot to use.
  - f. On cold days, if the slides are frosty the sliders can go too fast and are off limits.

### **When the Bell Rings**

1. Line up immediately when the bell rings.
2. Stop all play when standing in line.
3. Have shirts tucked in when standing in line.
4. No talking upon entering the school.

### **Safety Procedures**

1. If a child has a bump or scrap, give them a band aide, some sympathy, and have him/her sit for a while.
2. If a child needs to come to the office for an ice-pack, give them an office slip and send only the injured child (or along with 1 “buddy” for the younger students).
3. If a child gets hit in the head, send them into the office. It is school practice to call the parent every time there is any head bump or injury.
4. If a child is injured and lying or sitting on the ground, do not lift or carry them, or force them to get up. Notify the office.
5. If a ball goes over the fence, send 2 children to retrieve it, 1<sup>st</sup> grade or older.

## **Religion**

One of the most basic purposes of a Catholic school is to assist the parents in the religious formation of their children. Class time is devoted to the instruction of the Catholic faith each week. Each member of our school community strives to reflect Jesus’ living presence. Gospel values permeate the entire school community as teachers integrate gospel values into all subject areas, enabling the student to relate Gospel principles to each aspect of life. Students are regularly challenged to live their faith through lessons taught in each classroom, activities in groups, and planned retreats throughout the year.



All students, Catholic and Non-Catholic, attending St. Nicholas Catholic School are expected to participate in religion class and to be present at all liturgical programs/events. Students in grades Kindergarten through 6<sup>th</sup> grade participate in Mass each week on Wednesday at 8:40 a.m. Students are required to wear their Mass uniforms on Wednesdays (see Dress Code). Family members and parishioners are strongly encouraged to attend. Anyone who has not received the Sacrament of the Eucharist is welcome to come forward during Communion to receive a blessing, indicated by crossing your arms over your chest. The sacraments of First Reconciliation and First Communion are a part of the second grade religion curriculum (additional fee required).

Each class creates and follows through with various service projects throughout the year that flow from themes studied in Religion class or from daily/weekly assembly activities. Some examples of class service projects are singing for shut-ins and care patients, alter serving, greeting cards for parish members-military-senior citizens-seminarians-etc., singing in the choir, prayers for others, flag raising and lowering, stuffing bulletins, table group leaders, giving birthday greetings, setting up the parish hall for church and school activities, and many more. Each individual 6<sup>th</sup> grade student is responsible for creating and completing an individual community service project.

### **School Board**

The St. Nicholas Catholic School Board is committed to helping the school operate in a manner that provides a secure environment. A parochial school board is a body whose members are selected to participate in decision-making in specific and designated areas of responsibility. A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. He delegates, according to diocesan policy, administrative responsibilities to the school principal, who is accountable to him. In the Roman Catholic Diocese of Boise, school boards are **consultative in nature**. A consultative board operates in the policy-making process by formulating and adopting, but never enacting policy. This very general responsibility resolves into ten distinct functions:

1. Establish policy to aid the school in its Mission.
2. Adopt personnel policies of the Diocese of Boise.
3. Be the advisory council for both pastor and principal/leadership team on school matters.
4. Establish yearly budget including provision for raising, spending and accounting for funds to support the school.
5. Assume an active role in fundraiser projects and be the oversight committee to improvements in the school.
6. Provide for the maintenance of the buildings and equipment.
7. Plan for continued effectiveness and improvement of the total school, Kindergarten through Sixth Grade.
8. Represent the decisions of the Board in a positive manner to the public.
9. Delegate to the principal (administrator and administrative team) the authority to execute the established policies.
10. Participate input on the administrator/administrative team, if requested by the pastor (consultative only).

They also empower the faculty to resolve issues directly. Parents are welcome to attend.

The School Board meets on the 3<sup>rd</sup> Wednesday of each month. St. Nicholas School Board meetings are open meetings to all who wish to attend. If a concern should arise **that falls within the scope of school board matters**, an individual, who is not on the School Board, is welcome to come and address the board at any regularly scheduled board meeting. Anyone wishing to address the board needs to outline their issues in writing and submit them to the principal or board president **one week before** the scheduled meeting. If the issues fall within the scope of school board matters, the person will be placed on the agenda.

## **School “Inside” Rules**

- Students may not enter the school earlier than 7:50 a.m.
- Students will be quiet in the restrooms, library, hallways and stairways at all times.
- Keep to the right on the stairs.
- Students must have permission to go to the office.
- The telephone is to be used only for emergency calls or with special permission from the teacher.
- Gum chewing and red-colored drinks are prohibited in the school, playground, and the cafeteria.
- Each person is responsible for making sure litter is put into the wastepaper basket.
- Pens, pencils and markers are prohibited in the restrooms.

## **Technology**

Integration of technology and computer use into the curriculum exists at every grade level. Computers and Internet Access are available in each classroom and the computer lab. First through 6<sup>th</sup> grade students are scheduled in the computer lab on a weekly basis. Students, parents, and staff are required to sign a “Student Acceptable Use Agreement” in order to access the network. All use of computers must be in support of education and research consistent with the educational objectives of our school and the Diocese of Boise.

## **Telephones, Cell Phones and Other Electronic Communication Devices**

### **Telephones:**

Telephones are generally not available for student use. We will discourage your child from phoning you unless absolutely necessary. Making arrangements to go home with another child or to ask parents/guardians to bring forgotten homework or other items to school is not considered reasonable grounds for telephone use. It is our policy to not pull students out of class for phone calls unless there is an emergency. When you call the school with a message for your child, we will do our best to deliver it as soon as possible.

### **Cell Phones and Electronic Devices:**

All student cell phones, watch phones, and electronic communication devices will remain off and secured in a backpack from 7:50-3:00. Students may not use electronic communication devices during school hours or while they are in Aftercare. Emergency contact will be handled through the school office.

If a student has his/her cell phone, watch phone, or electronic communication device out during school hours for a non-emergency, it will be kept in the school office for a parent to pick up.

## *Toys*

With the exception of playground balls, personal toys are not to be brought to school or Aftercare. Children are allowed to bring toys for school sponsored “Game Day,” “Citation Free Activity Day,” or “Show & Tell” but must keep them in his/her backpack before and after use. All electronic games must be rated “E” for “Everybody”. The school is not responsible for loss or damage to any personal items brought to the school.

If a student brings a toy from home on unauthorized days, it will be taken away and stored in the school office for pick-up after school.

On Citation Free Activity Days, “readers” and “electronic devices” are allowed to be brought to school and used by any student that earns Citation Free Activity. Only E-rated games (E for everyone) may be played during citation free but only if they reside on the device and do not require a Wi-Fi connection. All other rules about acceptable use of “readers” apply.

## *Transfer/Withdrawal from St. Nicholas*

Students/Families transferring to another school at any time during the school year are advised to notify the Principal. Records can be sent to the new school only upon request from the principal of the next school and with the parent’s permission. It is our policy that all school fees and tuition payments must be paid in full, as well as all library books and textbooks borrowed from the school returned, before the student’s account will be cleared and records forwarded.

When your student is transferring to a Junior High or Middle School at the beginning of a new school year, if you let St. Nicholas Catholic School know which school your student will be attending, we will send your student’s records to the new school in early June without having an official Request of Records from the receiving school. All fees, tuition, lunch accounts, library fees, and other costs that were incurred at St. Nicholas Catholic School will need to be paid in full before any records are transferred.

## *Tuition*

### *Tuition policy*

Tuition is the main revenue stream used for all school operations. It is imperative that tuition is paid in full each year. Tuition payments may be made monthly or paid in full at August registration.

**Monthly statements are emailed by the 10<sup>th</sup> of the month and are due by the 20<sup>th</sup>. If payment is not received by the 20<sup>th</sup>, a 5% Finance Charge late fee will be added to your account.** There will be \$25 fee on all returned checks.

Upon the transfer or graduation of a student from St. Nicholas Catholic School, academic records will not be forwarded until all accrued fees and tuition have been paid in full. The school's Bad Debt Policy will be implemented on any delinquent accounts.

### **Bad Debt Policy**

If your account becomes 30 days past due, you will be contacted to set up an updated payment plan. The account will be assessed a 5% Finance Charge each month until the account is current or an approved payment agreement and/or Tuition Deferral Form is on file. If terms of the payment plan have not been met at the 60 day mark the account is referred to the School Board. The School Board will review delinquent accounts at monthly meetings.

In the event that a payment agreement cannot be reached or followed and the account becomes 60 days past due, then student withdrawal proceedings may begin.

If after 90 days the family has still not met their commitment, the student will be withdrawn from the school and collection action may be initiated.

If an account becomes delinquent after the family pays for pre-registration for the upcoming school year, the pre-registration payment will be applied to the past due account. The family will have to repay the registration fee when the account becomes current. A student will not be allowed to begin a new school year with a past due account, unless approved by the School Board.

### **Tuition Assistance “Angel Fund”**

The “Angel Fund” is a needs-based tuition assistance program open to all families with students entering Kindergarten through 6<sup>th</sup> grades. To be considered for assistance, submit a completed application to the school office, along with a copy of your W-2 form, a copy of the previous year’s volunteer log, and a Free/Reduced lunch application. Angel Fund applications may be picked up in the school office and must be resubmitted each year.

**Please communicate with the school about your financial situation. Special financial arrangements must be made prior to the monthly due date. Contact the school office at 436-6320 for assistance. Missing one monthly payment will be considered a default of this commitment.**

### **Unwritten Regulations**

This policy booklet is limited in content. Emphasis has been placed on those things, which are believed most pertinent and beneficial to the students, parents, and personnel of St. Nicholas Catholic School. It would be impossible to anticipate all problems which may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Nicholas Catholic School will be held to be unacceptable even though not explicitly set forth in this handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

The Principal always has the right to amend this handbook for a just cause or when deemed necessary. In such cases, prompt notice of changes will be sent to the parents. This handbook constitutes the binding agreement between the family (parents and children) and the school. Failure to follow what is contained within may result in being asked to withdraw from the school.

## Visitors

Visitors must check in with the secretary and sign in to obtain a visitor or volunteer badge before going anywhere else in the building. This does not pertain to parents picking up their children at regular dismissal time.

Deliveries (flowers, gifts, etc.) will not be made to the classrooms. These items may be picked up in the school office after school.

## Volunteers

Volunteering is a way to be involved in the school and helps defer the cost of hiring additional staff. The time and talents donated by parent volunteers make a significant contribution to our school's high quality of education. Any persons volunteering at St. Nicholas Catholic School who come in contact with any student or students must attend a Safe Environment Workshop training session and have a background check completed before volunteering. This is a required mandate by the Roman Catholic Diocese of Boise.

**Each family is required to purchase/sell one \$75 Fall Auction and Gala packet and one \$75 Basque Dinner Packet, and to donate fifteen (15) hours of service each school year. They also must participate in at least one of the six major fundraisers. The six major fundraisers held throughout the school year are: Feel Good Fun Run (Sept.), PTC School Carnival (Sept.), Fall Auction and Gala (Nov.), Basque Dinner (Mar.), Jog-A-Long (May), and Golf Scramble (Jul./Aug.).**

**Families have the option to “buy out” of their volunteer responsibility at \$15 per hour.**

- **Volunteer hours not served will be billed at the end of the school year at \$15 per hour.**
- **Donated items can be converted to volunteer hours. One (1) volunteer hour is equal to \$15 of value.**
- **Purchasing door/dinner tickets or raffle tickets for the Auction and Gala or the Basque Dinner may not be used as volunteer hours.**
- **Jog-A-Long pledges may not be used as volunteer hours.**
- **It is the parent's responsibility to keep track of volunteer hours served on the log sheet received at Registration. Return volunteer log to the school office at the end of the school year or upon completion of volunteer hours.**
- **There are other opportunities in between the major fund-raisers to volunteer like the Spring Clean-Up Day, etc.**

## Website

***www.stnicholasrupert.org***

Our school website will be used as the primary means for communicating information about lunch menus, calendars, homework and upcoming events or news. Parents must register with the website (top right hand corner) to obtain access to homework and other important information from their child's teacher(s). Once you've registered got to "My Account", then click on "Set up My Notifications" once there subscribe to "Weekly News and Weekly Calendar." By doing this, each Sunday evening you will receive an automatically generated email with the events and menu for the week.

If you do not have internet access, please see the school secretary and notify your student's teacher(s) to make special arrangements for receiving information and communication.



***Thank you for choosing a Catholic Education for your child.  
Your choice represents an investment of love, commitment, time, money and  
dedication. Let us strive to work together  
---school, parish, community and family---  
to empower your child  
to achieve full academic potential  
and Christian maturity.***