

**ST. NICHOLAS SCHOOL**

Jersey City, NJ



Parent-Student Handbook

2011-2012



**ST. NICHOLAS SCHOOL**

118 Ferry St.  
Jersey City, NJ 07307  
Phone (201) 659-5948  
Fax (201) 659-0773  
[www.snsjc.org](http://www.snsjc.org)

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Jersey City, NJ

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## **PHILOSOPHY/MISSION OF ST. NICHOLAS SCHOOL**

St. Nicholas School exists primarily for the purpose of educating children in the life of Jesus Christ. We are called to serve all students entrusted to our care by being instruments of Jesus' love and by proclaiming His Word in our daily actions. As a faculty, we are committed to the challenging task of teaching as Jesus did and living His mission.

Our students reflect a variety of ethnic backgrounds and religious beliefs - each having its own unique culture and traditions. It is our aim to accept and appreciate all, thereby adding to the richness of our school community. We endeavor to bring out the best in every child in order that each may possess a healthy self-esteem upon which to build future relationships.

St. Nicholas School exists to provide a Catholic atmosphere in which our students can develop spiritually, intellectually, physically and socially. To accomplish this, we strive to achieve the following goals:

1. To instill basic Catholic beliefs, prayer and traditional devotions.
2. To provide the best instruction possible in the areas of language arts, mathematics, social studies, science and the arts.
3. To implant and nurture a set of moral values which will serve as a guide for our students in their attitudes and personal decisions, both now and in their future lives.

**St. Nicholas School was reaccredited by the  
Middle States Association of Schools and Colleges  
in 2004**

## **DESCRIPTION**

St. Nicholas School was established in September 1886 by the Sisters of Christian Charity, a Congregation founded in Germany in 1849 by Blessed Pauline von Mallinckrodt. The Sisters of Christian Charity and a certified lay faculty staff it. St. Nicholas School includes all-day classes for Pre-Kindergarten to Grade 8. An After-School program is available.

## **NON-DISCRIMINATION POLICY**

St. Nicholas School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. St. Nicholas School does not discriminate on the basis of race; color, religion, national and ethnic origin in the administration of its educational policies, admission policies, scholarship/loan programs, and athletic and other-administered programs.

## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of St. Nicholas School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **AMENDMENTS TO HANDBOOK**

This Handbook is subject to change at any time when determined to be necessary by the School administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

# SCHOOL POLICIES

## ADMISSIONS

### Pre-Kindergarten and Kindergarten

To enter St. Nicholas School, a child must be three or four years old on or before October 1st for Pre-Kindergarten, and five years old on or before October 1st for Kindergarten. The date is determined by the Jersey City Board of Education.

### Grades 1-8

Parents desiring to register their child for grades 1-8 must make an appointment with the principal who will review the latest report card and any pertinent scholastic records with the parent.

For any registration you need to bring a copy of:

1. Birth Certificate
2. Baptismal Certificate & any other Sacramental information
3. Immunization records

## IMMUNIZATION REQUIREMENTS

- \* DTP: a minimum of four doses. ⇒ at least one dose must be
- \* Polio: a minimum of three doses. ⇒ given after 4th birthday
- \* Measles vaccine: two doses administered after first birthday, at least one month apart.
- \* Rubella vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- \* Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- \* HIB - one to two doses (to be determined by your doctor) At least one dose on or after first birthday.
- \* Chicken Pox vaccine required for all entering Pre-K or Kdg.
- \* Mantoux Test for Tuberculosis - required for all within the six months before entering Kindergarten and any child registering from outside New Jersey
- \* Hepatitis B: completion of vaccine series by all students entering Kindergarten and Grade 6.

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.**

## ARRIVAL-TARDINESS

St. Nicholas School's responsibility for supervision of students begins at 7:45AM and ends at 3:00PM. Students should arrive at school between 7:45 and 8:00 AM. Parents are responsible for their children up to this time. The bell rings at 8:00AM for the start of the school day. All students must be in the auditorium by 8:00AM. Any student who is not in the auditorium by 8:00AM will be issued a late slip.

If a child is late (**unexcused**) three times in a marking period, they will receive an "I" (Improvement Needed) for "Obeying School Rules" on their report card. Should a child be late (**unexcused**) five or more times, a "U" (Unsatisfactory) will be given. Any "I"s or "U"s automatically keeps a child off the Honor Roll. Parents should encourage their children to be on time.

A Perfect Attendance Award is given at the end of the year, but unexcused tardiness will prevent reception of this.

## ATTENDANCE

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

## CANCELLATION OF SCHOOL

Closing of school due to inclement weather will be announced on the local TV stations and the school website [www.snsjc.org](http://www.snsjc.org).

Our policy is that when the Jersey City Public Schools close (due to inclement weather) we will also be closed. If JCPS has a delayed opening (usually 10:00 AM), we will also have a delayed opening.

A Honeywell System Alert (through a phone call, text message and/or e-mail) will also be used. Each family is expected to register online at <https://instantalert.honeywell.com>.

## **ABSENCE**

A parent/guardian must call the school (201-659-5948) no later than 9:00 AM to report a student's absence. If no call has been received by 9:00 AM, the school secretary or another faculty member will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of students during school hours.

When the child returns to school, he/she must present to the teacher a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of five consecutive days requires a doctor's note.

## **DISMISSAL**

The schedule for dismissal is as follows:

Grade	Full Days	Half Days
Pre-K	2:45 PM	11:45 AM
Grades K-8	3:00 PM	12:00 PM

Students are dismissed from in front of their respective building.

## **MEDICAL APPOINTMENTS**

Medical and dental appointments should be scheduled outside of school hours, if possible. If a student must leave school for appointments, parents must provide advanced notice in writing. At the designated time, parents must report to the school office to pick up their child. Students may not walk home on their own.

## **AFTER SCHOOL PROGRAM**

For children enrolled in St. Nicholas School's After School program, the school's responsibility for supervision begins when the student comes into the building in the morning, and it ends when he/she is picked up by the parent/guardian in the afternoon.

From dismissal until 6:00 PM there is an After-School Program available for students of all grades. During these hours, students have time for a snack, which the children bring with them, homework, play, and occasionally, a video. If children are not picked up on time, an additional charge of \$5.00 per 15 minutes, or any fraction thereof, will be assessed. Late fees will be charged starting at 6:05 PM.

The After-School program is available on half days of school. The fee from 12:00-3:00 PM is \$12.00 and from 12:00-6:00 PM is \$24.00. *All After School fees are per child.*

Any child who is not scheduled for the After School Program and is not picked up by 3:00 PM (Pre-K & K) or 3:15 PM (Gr. 1-8) will be charged a \$5.00 late fee. After 3:30 PM these children will be charged the \$12.00 After School fee.

## **APPOINTMENTS WITH SCHOOL**

### **PERSONNEL**

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact that person to arrange a mutually convenient meeting time.

Parents may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, letter, or at a mutually convenient appointment.

When appointments are made, both the parent and staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

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

Parents are requested to notify the school office immediately when there is a change of address or telephone number.

## **HOME & SCHOOL COMMUNICATION FAMILY COMMUNICATION ENVELOPE**

The Principal will communicate with all parents/guardians by means of a letter on a weekly basis and the upcoming monthly calendar near the end of each month that will be inserted into a white envelope and hand delivered by the student. These are sent home with the youngest child every Tuesday. This envelope should be signed by the parent and returned to school the following day.

## **VISITORS/PARENTS**

All visitors must report to the school office upon entering school. No one may go to the classroom or playground during school hours. Students are directed never to open doors leading to the outside.

## **PARENTAL RIGHTS TO SCHOOL RECORDS**

St. Nicholas School abides by the provisions of applicable laws with respect to the rights of a non-custodial parent. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

## **COURT ORDER**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information, which may be useful to the school in fulfilling its obligations.

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

## **ACADEMIC POLICIES**

### **RELIGIOUS EDUCATION AND SERVICES**

The non-Catholic student is welcome at St. Nicholas School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and maintain a passing grade. They also attend the liturgical services scheduled for students during the school year.

### **HOMEWORK**

Assignments are an extension of the students' learning experience and are given to reinforce and supplement lessons presented in class. Parents are responsible to provide a quiet place that is free from distractions such as television and music. They are to supervise the study and written assignments so that good habits are formed early. Both parents and students must understand that studying is part of homework. Parents should check homework for neatness and completeness rather than have their children hand in work unfinished or carelessly done.

The following time allotments are only a suggestion. This is a variable since proper work habits, attention span, etc. must be taken into consideration.

Pre-K and Kindergarten	10 minutes
Grades 1 and 2	20 to 25 minutes
Grades 3 and 4	30 to 35 minutes
Grades 5 and 6	50 to 60 minutes
Grades 7 and 8	90 to 120 minutes

### **PROGRESS REPORTS**

Notices concerning the students' progress will be distributed to the students in Grades K-8 midway through marking periods. Progress Reports must be signed by the parent and returned within two days to the teacher. Pre-Kindergarten receives progress reports twice a year (every 2<sup>nd</sup> and 3<sup>rd</sup> trimester).

## REPORT CARDS

Report cards provide information to the parents concerning their child's:

1. Achievement over a marking period
2. Behavior, work and study habits
3. Attendance and tardiness record

Report cards are distributed three times a year to Grades K-8. First marking period report cards are given to the parents at parent/teacher conferences. The Third and last marking period report cards are given to the students. Other appointments with teachers are made on an individual basis initiated by either the parent or teacher. These must be scheduled either before or after school hours.

## MARKING CODE IN ACADEMIC SUBJECTS

### Grades K-3

<b>E</b> = Exceeds	High Understanding
<b>S</b> = Secure	Understanding Demonstrated
<b>D</b> = Developing	Growth Demonstrated
<b>B</b> = Beginning	Beginning Stages
<b>N</b> = Not Yet Performing	Assistance Required

### Grades 4-8

<b>A+</b> 97-99	<b>C+</b> 78-82
<b>A</b> 92-96	<b>C</b> 73-77
<b>B+</b> 88-91	<b>D</b> 70-72
<b>B</b> 83-87	<b>U</b> Below 70

## MARKING CODE IN PERSONAL DEVELOPMENT

<b>O</b> Outstanding	<b>I</b> Improvement Needed
<b>S</b> Satisfactory	<b>U</b> Unsatisfactory

## PROMOTION/RETENTION

The following is the policy for Grades 1-3:

### Major Subjects:

Religion	Reading
Phonics/English	Mathematics

If a student receives a failure in one of the major subjects, he/she may not be promoted to the next grade, unless the teacher(s) and Principal believe it is in the student's best interest to be promoted. This condition requires that the student attend a certified summer school program. Proof of attendance in a certified summer school program must be submitted to the Principal upon completion of the program.

The following is the policy in effect for Grades 4-8:

### Major Subjects:

Religion	Reading
Mathematics	English
Spelling	Social Studies
Science	

In case of failure in one or two major subjects, either summer school or tutoring will be required before the student is admitted into the next grade in September. A teacher will not assign make-up work. If a student receives a failure in three or more major subjects, he/she will be required to repeat the grade. Due to individual differences and special needs, a student may still be promoted at the discretion of the teacher(s) and Principal.

## HONOR ROLL

Honors will be conferred according to the following policy:

High Honors: 97 and above in all subjects  
Composition must be "A"  
Personal Development - all "O"s or "S"s  
Effort - all "O"s or "S"s

First Honors: 92 and above in all subjects  
Composition must be "A"  
Personal Development - all "O"s or "S"s  
Effort - all "O"s or "S"s

Second Honors: 88 and above in all subjects  
Composition must be "B" or higher  
Personal Development - all "O"s or "S"s  
Effort - all "O"s or "S"s

## **TRANSFERS/TRANSCRIPTS**

Parents must notify the school office in advance of a transfer to another school. In order for a certificate of transfer to be issued, the following information must be provided to the school secretary:

1. Final date of school attendance
2. Reason for transfer
3. Tuition and applicable fees met

Scholastic and health records will be forwarded when requested by the new school.

## **BOOKS AND BOOKBAGS**

Students are required to take good care of their textbooks. All books must be covered and labeled. Students must have a backpack. The parents/ guardians must pay for any texts that are lost or defaced.

## **PARENTAL INVOLVEMENT**

### **PARENTS AS PRIMARY EDUCATORS**

Parents have begun their child's education in infancy. Saint Nicholas School is an extension of this process. The entire faculty has dedicated itself to the education of students entrusted to them, thus becoming partners with parents during these formative years, preparing their children for the future. How well they will benefit from St. Nicholas School's educational program depends on their attitude and on their willingness and eagerness to learn and cooperate.

It is very important that there be complete unity in authority between teacher and parent. It is also essential to withhold judgment on what appears to be a grievance until all the facts are known. Parents are asked to keep in mind the following:

1. Get the facts from the proper person, not from other parents or students.
2. Contact classroom teachers FIRST.
4. Discuss the problem with the teacher as soon as possible.
5. Contact the Principal, if necessary.

This procedure is stressed because in most cases, the problem can be resolved with little difficulty.

## **ST. NICHOLAS PARISH SCHOOL BOARD**

The Pastor and Principal appoint members of the St. Nicholas Parish School Board. The chairperson of the Home and School Association is automatically a member of the School Board.

The School Board is responsible for the school budget, tuition contracts, collection of delinquent tuitions and other administrative functions as assigned by the Pastor and Principal.

## **HOME AND SCHOOL ASSOCIATION**

For greater efficiency in the administration of the school, parent involvement is recommended and encouraged. The purpose of the Home & School Association is three-fold:

1. Facilitate communication between parents and the school staff, between the school and the community.
2. Foster a partnership between parents and the school staff that will enhance the spiritual and academic growth of the children.
3. To raise funds to:
  - Offset budget deficits and subsidies.
  - Be used for school improvement, including, but not limited to academics, technology and plant related.
  - Foster parent involvement in school affairs.

All parents are members of this Association and are required to be actively involved in its undertakings.

## CLASS PARENTS

Each class has parents who assist the teacher in various ways. Their responsibilities consist of the following:

1. Phone parents when there is an unscheduled school closing.
2. Purchase items and prepare the "Tricky Tray" for the Annual fundraiser.
3. Remind other parents of the grade of the Home and School events they should be attending.
4. Help chaperone field trips. Assist teachers with the preparation of these if requested. Teachers decide where the class will go, but parents can help with information regarding various places.
5. 7th grade parents prepare refreshments and set up for the 8th grade "Class Night" in June.
6. 1st Grade parents help with refreshments for the First Penance celebration in January.

## TUITION

The St. Nicholas Parish School Board determines tuition amounts each January.

### KINDERGARTEN TO GRADE 8

There are three tuition scales at St. Nicholas School:

1. **Parishioner** - Parents are registered in the parish and join with the worshipping community at Mass each Sunday with their child/ren, use their weekly envelopes and support designated fundraisers.
2. **Parishioner but Non-Sunday Envelope User** - Parents are registered in the parish but have not joined the worshipping community on Sunday, used their Sunday envelopes nor supported designated fundraisers.
3. **Non-Parishioner/Non-Catholic** - Parents are not registered in the parish or are non-Catholics. These pay the same tuition rate as "2".

All tuition scales contain increments for second, third & fourth child. Tuition payments are made each year from July to April (10 months). These payments are based on the scholastic year of September to June (40 weeks). When a family enrolls in or withdraws from the school after school has officially opened in September, tuition amounts and reimbursements will be prorated on the existing weeks left in the scholastic year. Quarterly and semi-annual payments can be made.

A tuition discount is given to all those families that pay their tuition in full before June 1st.

Tuition payments, unless paid in full, are made directly to the SMART Tuition Program through ACH (automatic withdrawal from a checking or savings account).

Unless all monies owed to the school are paid before June, the following will result:

- No Graduation (Kdg, 8th)
- No Final exams
- No report cards
- No readmission in September

All Tuition payments made after May 15<sup>th</sup> must be paid to the school office and must be paid in cash or money order. **No checks will be accepted.**

Any family who is experiencing financial difficulty should not hesitate to speak to the Pastor or Principal. Arrangements can be made by calling the school office. You should not wait until the end of May.

### PRE-KINDERGARTEN

Tuition for the Preschool is separate and distinct from the rest of the school. Payments are made from July to April. Families with more than one child in the Pre-Kindergarten Program will receive a discount of 50% for the second child.

Pre-Kindergarten tuition is tax deductible.

## **DELINQUENT PAYMENTS**

A late fee of \$15.00 will be charged if payment is not received on time.

## **RETURNED CHECK POLICY**

A charge of \$20.00 per check will be made for any check returned to the school by the bank due to insufficient funds. After the second offense, personal checks will not be accepted for the rest of the school year. Payment must be made by money order, certified check, or cash.

## **EMERGENCY PROCEDURES**

When a child becomes ill in school, the parents will be notified. It is the parents' responsibility to see that the student is taken from school and given proper care. Parents must come to the school office for their child; they may not go to the classroom.

Parents are requested to complete an EMERGENCY PROCEDURE FORM with their current address, cell phone number, telephone numbers both at home and at work, as well as two local alternates who can be reached in case they are unavailable. When this information changes, parents are required to contact the school office immediately.

## **FIELD TRIPS**

St. Nicholas School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege, therefore the homeroom teacher may determine that due to consistently inappropriate behavior a student may not participate in the field trip. The student will attend school on that day, completing assignments while under the supervision of another teacher. No student may participate in a field trip unless a signed parent/guardian permission slip (provided by the school) for the specific event is submitted to the teacher.

St. Nicholas School follows these guidelines for field trips:

1. It must have educational value. Students must be prepared with specific goals before going on the trip.
2. Parents are to be well informed of the trip and give written permission prior to the departure. A sufficient number of chaperones are necessary to aid the teacher with the children.
3. The field trip should not involve great expense. In planning for the outing, teachers/classes are encouraged to take advantage of nearby educational places.
4. Normally field trips are one per year for each class and may be scheduled in conjunction with parallel classes.

## **ARCHDIOCESAN TESTING PROGRAM**

Each spring the students from Grades 1-7 take the TerraNova Testing series.

Student in Grades 4 and 7 will be given a CTB Writing Assessment Test in November. The Assessment for Catholic Religious

Education (ACRE) test is administered to Grades 5 and 8 in February.

## **HIGH SCHOOL ENTRANCE EXAM**

The COOP Test is a standardized test administered to all eighth grade students in November. Students' results are sent to the three Catholic High Schools of their choice and are used by these high schools to determine their incoming freshman class. The eighth graders receive their test scores in December and high school acceptance letters in January. These test results are also sent to any public high school of the student's choice, once a request for such information is received by the school office. In addition to the COOP test, some of the public high schools have their own entrance exams.

## LIBRARY

The school library performs a vital function in our educational program. It is equipped to meet the needs of students and is available to them for study and research.

Books may be taken for one week and renewed once. A fine of five cents per school day is imposed on all overdue books. Lost or damaged books must be paid for at the original cost, plus postage and handling due to replacement of the book. A refund is made on recovery of the lost book after the amount is deducted for the number of days overdue.

Exchange of books is only permitted at the librarian's desk. A student who continually has a book overdue forfeits the right to use the school library. Reference books may not be taken from the library.

## GRADUATION

Eighth grade students passing all major subjects receive a diploma during a Graduation Ceremony. At this time, the following will be presented:

1. The **St. Nicholas Stewardship Award** to that student who best displays these qualities:
  - a. High achievement in Religion
  - b. Initiative in displaying Christian values
  - c. School Spirit
  - d. An asset to classroom atmosphere
  - e. Active in extra-curricular activities
  - f. Displays leadership qualities
  - g. Cooperative in assigned tasks
  - h. Respectful and courteous
2. An **Achievement Award** to those students who have an "A" as a final average in all major subjects during their 8th grade year
3. A **Subject Award** to that student who has achieved the highest average in an individual subject. A student may receive only one award. If a student has the highest

average in more than one subject, the award for the other subject will be given to the student who has the second highest average.

4. The **Presidential Academic Fitness Award** and the **Presidential Academic Effort Award** presented to those students meeting the government's requirements.
5. The **Perfect Attendance Award** is given, but unexcused tardiness will prevent reception of this award.

## NATIONAL JUNIOR HONOR SOCIETY

The Monsignor Joseph C. Manz Chapter of the NJHS aims to recognize outstanding qualities in students in Grades Seven and Eight. No student may apply for membership; rather, it is an honor conferred by faculty members in recognition of efforts and qualities in the areas of Scholarship, Character, Leadership, Citizenship, and Christian Witness/Service.

Basic requirements for the NJHS Membership include:

**Scholarship** - Student must have a general average of 92% for all numbered subjects. No mark below a B+ (88) is permitted in a subject including Composition.

**Conduct** - Only "O" and "S" on the Personal Development and Effort side of the report card.

## STUDENT COUNCIL

The Student Council at St. Nicholas School is a group of 8th Grade students who assist the principal and faculty in maintaining order, executing the rules of the school, and being helpful to students, faculty and parents.

Students eligible are those who are responsible, respectful of faculty and students, and obey school rules. These students must be passing in all major subjects, show effort in them, and have both good conduct and attendance records.

Upon any infraction of school rules and/or failure to conduct oneself as required by Student Council guidelines, members will receive an official warning. If the problem persists, the member will be suspended or removed from the Student Council.

## **DISCIPLINE**

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at St. Nicholas School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: demerits (3 = detention), misconduct referrals or warnings; appropriate assignments; denial of privileges; detention; in-school suspension; or expulsion.

Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a Pastor/Principal/Teacher/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion.

Suspension will always be held in school. The student will work alone the full day under the supervision of an adult.

Expulsion is viewed as a radical action at which point the school is saying the student's interest would be better served in another environment, or that the individual's behavior is a serious threat to the school community or both.

Consequences will be given for the following:

1. Chewing gum anywhere on school premises
2. Disrespecting the rights and property of others
3. Disruption of learning
4. Verbal abuse
5. Fighting
6. Using profane/obscene language/gestures/writing
7. Incompletion of homework or schoolwork
8. Disregard of school uniform regulations

## **MAJOR VIOLATIONS**

1. Vandalism or theft regarding any school/personal property (Parents are liable for damage)
2. Possession of matches, lighters, alcohol, drugs or weapons
3. Truancy
4. Serious intentional injury to another student
5. Blatant defiance of an authority figure (faculty member or other duly appointed adult)
6. Any violation of the School Internet Policy

## **CONSEQUENCES**

For major offenses, a meeting among Pastor, Principal, Teacher and Parents will be required. An appropriate consequence will be decided at this meeting.

# **BULLYING, HARASSMENT, INTIMIDATION**

## ***Policy:***

**St. Nicholas School** (herein "**School**"), as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate the students. They are counter to the philosophy of School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

## **Definition of bullying, harassment and intimidation:**

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and/or intimidation. This behavior can include, but is not limited to, any gesture, verbal, written or physical act or electronic communication that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus, that:

- A. a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.

## **Behavior Expected of Students:**

In conjunction with the best traditions of high Catholic morals and ethics, School expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of

other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and school community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Teachers and staff members who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.

## **Instruction:**

School will at least annually provide students with grade level appropriate programs on expectations for student conduct and bullying prevention, and provide students, parents, teachers and staff with a copy of this policy along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

## **Consequences and Appropriate Remedial Action:**

School requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation or bullying.

### **Factors for Determining Consequences**

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

### **Examples of Consequences and Remedial Measures**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Examples of Consequences**

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

#### **Examples of Remedial Measures**

- Restitution and restoration;
- Mediation;
- Peer support group;  
Corrective instruction or other relevant learning or service experience; Supportive student interventions;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;

- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities
- Involvement of school disciplinarian;
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

### **Reporting Guideline:**

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher, school nurse or the Principal. All teachers, staff members, volunteers, parents, and other adult members of the school community having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the Principal.

School can only address problems it has been made aware of. Therefore it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate. Reports may be made anonymously, but confirmation by investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Reporting and/or communication regarding incidents of bullying, harassment or intimidation will not affect a student's grades or status.

### **Investigation:**

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

**Interventions and Responses:**

School recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school wide level or by law enforcement officials. Consequences and appropriate remedial action for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual is appropriate, School shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom, school building, school wide) responses can range from school and community surveys, to mailings, to focus groups to adoption of research-based bullying prevention program models, to training for teachers and staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions, and to the involvement of law enforcement officers, including school resource officers.

In addition, School intends to make resources (e.g. counseling) available to individual victims of harassment, intimidation and bullying when appropriate and respond in a manner that does not stigmatize victim(s).

After results of an investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, a parent conference, detention, suspension Or expulsion, or consultation with/or reporting to law enforcement officers.

Depending upon the severity of the incident, the principal may take appropriate measures to ensure student safety, including but not limited to: implementing a safety plan, separating and supervising the students involved, involving school staff for intervention and/or ongoing support, developing a plan involving

parents. Since parents are key partners in both changing the bullying behavior and supporting the victims of bullying, the principal and/or the investigating staff member shall discuss his/her findings, planned consequences, and intervention plan with the parent of both the offender and the victim. The principal or her designee shall keep a record of the findings and remedial actions on file for future reference.

**Reprisal or Retaliation Prohibited:**

School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and school policies and procedures.

**Consequences for False Accusation:**

School prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

**Staff Responsibilities**

The administrations shall provide periodic training on the school's harassment, intimidation and bullying policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills and strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or

students' safety. All incidents must be immediately reported to the principal in writing.

**Implementation:**

School and all school personnel, with the support and guidance of the principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

**Annual Policy Review:**

School shall review this policy on a regular basis at least annually and update or change it as needed.

**SUSPECTED CHILD ABUSE OR NEGLECT**

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

**HEALTH**

**GENERAL HEALTH RULES**

1. Children should eat a sufficient breakfast before coming to school.
2. Children should be neat, clean, and properly dressed for school.
3. Children should have a nutritious healthy snack for mid morning, if he/she so desires, and also for lunch. Sweets, soda and "junk food" are highly discouraged.
4. Children should have at least eight hours of sleep each school night.
5. Children who show symptoms of illness during the preceding 24 hours should remain at home.
6. Children's temperatures should be normal for 24 hours before returning to school.

**HEALTH SERVICES**

A nurse is at St. Nicholas School 2 days a week (Mondays and Fridays, from 8:00am to 2:00pm). Parents desiring to speak to the nurse are asked to call the school office.

If the nurse is not in school that day, she will return the call. The following is a summary on the medical services received by the students during the year:

Height, Weight, and Vision	Grades K - 8
Hearing Test	Grades K - 4, 6, 8
Hair and Scalp Inspection	Grades Pre-K - 8
Scoliosis Screening	Grades 5 - 8

**COMMUNICABLE DISEASES**

Children will be excluded from classes for the following:

- Impetigo
- Conjunctivitis (Pink eye)
- Pediculosis (Head lice)
- Chicken Pox (until the rash or lesions are dry)
- Strep infection (until on antibiotic for 24 hours)
- Ringworm

**POLICY ON ADMINISTRATION OF MEDICATION**

St. Nicholas School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply.

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse or the principal/secretary will supervise the students taking medication under the following conditions:
  - A. The medication must be given to the school nurse or principal/secretary by the parent/guardian;
  - B. The medication must be in the original pharmacy-labeled container; and
  - C. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the school.

## **POLICY ON ADMINISTRATION OF EPINEPHRINE**

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via EpiPen for anaphylaxis.

### **Parents/Guardians Authorization and Agreements regarding Liability**

Written authorization for administration of the EpiPen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the EpiPen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the EpiPen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.

### **Administration of the EpiPen by the School**

The school nurse shall have primary responsibility for administration of the EpiPen. In the absence of the school nurse, another school employee--designated and trained in administration of the EpiPen by the school nurse pursuant to New Jersey law--may administer the EpiPen.

## **MISCELLANEOUS**

### **LUNCHROOM**

All students must eat lunch in school. Students may either bring their own lunch or participate in the National School Lunch Program. No food or drink is permitted on the playground.

## **PLAYGROUND**

After dismissal from the lunchroom, students in grades Pre-K to grade 8 go to the playground. For the safety of children, running is not permitted. During inclement weather, children are encouraged to bring in a hobby, game, coloring book, etc. with which to play in the classroom.

## **OPEN HOUSE**

During Catholic Schools Week (usually the last week of January) St. Nicholas School has an Open House for parents to come into school and observe classes while they are in session. In addition, an Open House is held in the spring for potential new students.

## **PHOTOGRAPHS**

During the Fall (usually Oct.), students from Pre-Kindergarten through Grade 7 have the option of having their pictures taken by a school photographer. 8th Grade Graduation pictures are taken during the month of December.

## **INSURANCE**

Students of the Archdiocesan Parochial Schools are covered for medical expenses incurred for treatment of accidental injuries, which occur while participating in school-sponsored and school-supervised activities. Families must use their own insurance first. Claim forms may be obtained through the school office.

## **LOST AND FOUND**

Students' belongings such as book bags, sweaters, gloves, boots, lunchboxes, etc. must be labeled with their name and homeroom number. This will make it easier to identify the owners of lost items. Anything that is not marked with a name will be lost forever.

## **BRINGING CASH TO SCHOOL**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name, grade, room, the amount enclosed, and its purpose.

## **FAMILY VACATIONS**

Parents are advised not to take their children on vacation during school time. If they choose to do so, teachers will not be expected to prepare assignments in advance. All missed work and tests will have to be completed within a specified time from assignments provided by the teacher. This is the responsibility of both the parent and student.

Final exams may not be taken early. If parents decide to take their children on vacation before the end of the year, exams must be made up when they return, no later than August 31. A fee will be charged for school personnel to come and administer these exams. Until these exams are taken, the student will have an "Incomplete" on his/her report card and permanent record card.

## **ASBESTOS MANAGEMENT PLAN**

St. Nicholas School's Asbestos Management Plan is on file in the school office, as required by the Federal Asbestos Hazard Emergency Act (AHERA). This document is available for examination upon request.

## **SCHOOL UNIFORM**

All students from Kindergarten to Grade 8 are required to be in school uniform. Having a dress code places emphasis on personal neatness and creates a sense of personal and school pride.

### **BOYS: Kindergarten**

Light blue three button golf shirt with logo  
Navy blue slacks with elastic waist

### **BOYS: GRADES 1-8**

Light blue long or short-sleeved oxford uniform shirt  
Navy blue slacks and tie  
Navy blue sweater vest with logo  
Navy blue or white socks

### **GIRLS: Kindergarten to Grade 8**

Blue plaid jumper -- Kindergarten to Grade 3  
Blue plaid skirt -- Grades 4-8

Light blue long/short-sleeved blouse-Peter Pan/K-3-Oxford/4-8  
Navy blue knee socks/tights  
Navy blue sweater vest with logo -- Grades 4-8  
Navy blue cardigan sweater  
*Girls' skirts can be no shorter than one inch above the knee.*

### **WINTER OPTIONS:**

Navy blue uniform dress slacks -- for girls  
Light blue turtleneck with school logo -- for all (except w/ jumper)  
Turtlenecks must be worn with sweater vest or cardigan

### **SUMMER UNIFORM**

Boys (1-8) and girls (4-8) must wear the light blue golf shirt with logo from uniform co. during the warmer months of school to be determined by the Principal. Optional: navy blue shorts.

### **SHOES: Grades Kindergarten to 8**

Black rubber-soled dress shoes. No sneakers, sneaker-look-alikes, boots, clogs, sandals, open-backs. Heels of the shoes can be no more than one inch.

### **ACCESSORIES**

Dangling earrings, make-up, nail polish, decorative nails, excessive use of jewelry, decorative buttons/pins, bandanas, and sweat bands are not part of the uniform and, therefore, are not permitted. Girls may wear small pierced earrings and a medal and chain. Boys are not allowed to wear a pierced earring. Their hair must not be longer than the collar of their shirt. "Fad" hairstyles are not permitted as is tinted or dyed hair.

### **GYM UNIFORM**

Pre-K: play clothing and sneakers  
Grades K-8: navy blue sweat pants with logo and gold T-shirt with blue "St. Nicholas" on it. Sneakers are required  
Optional: navy blue sweatshirt with logo, nylon shorts  
*Gym clothing will be worn all day long*

**If a student is out of uniform the parent must send in a note to the Teacher/Principal explaining the reason.**

### **Uniforms can be purchased from:**

Flynn O'Hara, 2645 Forest Ave., Staten Island, NY 10303  
1-800-441-4122  
[www.flynnohara.com](http://www.flynnohara.com)