Important Telephone Numbers

School: 973-779-0249  School Fax: 973-779-6309
Convent: 973-778-0208  Auditorium: 973-778-9734
Rectory: 973-471-9727  Church Office: 973-473-7197
E-Mail: snucs.news@gmail.com
Web Site: www.stnicholaschool.com

The Administration reserves the right to amend the handbook for a just cause.
Parents will be given prompt notification if changes are made.

Revised September 2015
Content

Principal’s Message ................................................................. 4

Statement of Philosophy and Mission ........................................ 4

Admission Policies ....................................................................... 5
  1. Policy of Non-Discrimination
  2. Admission Requirements
  3. Registration

Financial Policies......................................................................... 6
  1. School fees
  2. School Tuition

Attendance .................................................................................. 6
  1. School Day Schedule
  2. Attendance/Absence
  3. Tardiness
  4. Early Dismissal
  5. Snow/Emergency Policy
  6. After School Program

School Dress Code ....................................................................... 9
  a. Girls
  b. Boys
  c. Summer Uniform
  d. Gym Uniform
  e. Dress-down

General Policies and Procedures .................................................. 10
  1. Code of Conduct
  2. Student Behavior
  3. Care of Textbooks
  4. Respect for school Property and Property of Others
  5. Child Abuse
  6. Sexual Harassment
  7. Custody

Disciplinary Consequences and Detention ..................................... 11
St. Nicholas Ukrainian catholic School Anti-Bullying Policy .......................... 13
   Expected Behavior of Students
   Bullying Defined
   Types of Bullying
   Reasons for Bullying
   Prevention Bullying
   Retaliation
   Consequences of Bullying
      Grades 4-8
      Grades 1-3
      Kindergarten / Pre- Kindergarten

Educational Programs  .......................................................................................... 17
   1. Religious Instructions
   2. Government Programs
   3. Secondary Subjects
   4. Testing
   5. Homework
   6. Study Habits
   7. Report Card
      Grading
   8. Grades
   9. Honor Roll
   10. Promoting or Retention

Miscellaneous ........................................................................................................ 20
   1. Field Trips/Class Outings
   2. Health Services
   3. Fire Drills
   4. Cafeteria Rules and Behavior
   5. Cellphones
   6. Visitor to the School
   7. Emergency Forms / Newsletter & Calendars
   8. Student Activities
   9. Birthdays

Parents Educators ................................................................................................... 23
PRINCIPAL’S MESSAGE
Dear Parents/Guardians and Students:

A sincere welcome to parents and students of St. Nicholas Ukrainian Catholic School. We are glad to have you as a part of the St. Nicholas Ukrainian Catholic School family during this 2015-2016 school year. We look forward to providing a quality education with an accent on respect and dedication following the ideals of Jesus Christ.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that an open communication between school and home is important to the success of our spiritual and educational program.

We welcome your participation and support during the school year and solicit your active membership in the PTA. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely in Christ,

Sr. Eliane Ilnitski, SSMI

STATEMENT OF PHILOSOPHY AND MISSION
St. Nicholas Ukrainian Catholic School, located in Passaic was established as an elementary, teaching institution in 1943 for the purpose of educating the whole child in a wholesome, Christian-Catholic atmosphere flavored with the Byzantine-Ukrainian Rite traditions. St. Nicholas School is in association with the Diocese of Paterson, under the jurisdiction of the Ukrainian Archdiocese of Philadelphia and under the direction of the Passaic Board of Education. The Congregation of the Sisters Servants of Mary Immaculate has provided many years of Christian Service.

There is within the school a concern to develop the human personality of each child in all its dimensions: spiritual, intellectual, moral, emotional, social and physical. The greatest gift a child can receive from his/her school years is a love of and an
enthusiasm for his/her continued growth through learning. Her/his experience within the classroom must prepare him/her to make value judgments, to constructively make decisions, great and small. She/he must, learn to appreciate differing points of view in an attempt to understand, value and respect himself/herself and others.

Our mission is to teach the Gospel of Jesus as fully proclaimed in the Catholic Church He founded. The end results of such teaching should be a deepening of one’s faith in Jesus Christ and a more ardent love for His Church.

The goals include creating an atmosphere of acceptance and respect for all of God’s creatures; to promote spiritual, academic, emotional, moral, social and physical development of the students so that the latter can accept themselves and face adversity with courage and endurance; offer religious experiences to enrich and deepen the students’ faith, leading to good value choices. The teachers also strive to develop educational skills necessary to make the students effective and responsible members of society working for the service of others.

ADMISSION POLICIES

1. **Policy of Non-Discrimination**
   St. Nicholas Ukrainian Catholic School is a private school that admits students of any race, creed, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate on the basis of race, creed, national and ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs.

2. **Admission Requirements**
   Parents should have a clear understanding of the Christian motives for wanting their child to attend a Catholic School. We uphold the teachings and truths of the Catholic Church. We uphold the family celebration of weekly Divine Liturgy (Mass) as an important value. Upon receipt and review of health records, academic and performance records, St. Nicholas Catholic School admits students on an individual basis. It is important that parents (parishioners and non-parishioners) be involved in all activities at St. Nicholas Ukrainian Catholic School.

   For Pre-Kindergarten, a child must be 4 years old by October 31st. For Kindergarten, a child must be 5 years old by October 31st. For 1st Grade, a child must be 6 years old by Oct. 31st.
3. **Registration**
Registration is held during the month of March and throughout the spring season. The specific dates and times will be announced in the church/school bulletins. For new registration, the following are required: Birth Certificate and Immunization Records, Baptismal Certificate, Report Cards & records from previous school and Communion Certificate for an older child.

**FINANCIAL POLICIES**

The stated tuition and education fees at St. Nicholas Ukrainian Catholic School for the given year do not cover the total cost for the education of a given student. Every student’s tuition is subsidized by the parish collections. **Fund raising and participation in the PTA is a necessity for all parents. A school contract outlining your required participation is to be signed by every family.**

1. **School Fees** - Registration for the following school year is to be paid in March. Consumable fees are to be paid in June. A child may also lose her/his placement in the classroom setting if registration is not paid. Registration and Consumable fees are non-refundable.

2. **School Tuition** – Tuition payments will be spread over a ten-month period. Tuition is due the 17th of the month. Payments occurring after the 17th of the month will be subject to a ten dollar ($10) late fee.

*Nonpayment of financial obligations will cause educational services for the student to be suspended, and transcripts/report cards will not be issued.*

**ATTENDANCE**

In accordance with State standards, school shall be open for instruction at least 180 days. Every student in good health is expected to attend school regularly. Frequent absences are a detriment to your child’s learning and is reflected in poorer grades.

1. **School Day Schedule**
   8:00 a.m. – First Bell and School Day Begins; 2:45 p.m. – School Day Ends
   *HALF-DAY Dismissal is at 12:15 PM*
• Students enter the school building at 8:00 a.m. under the supervision of their teacher. No student is allowed to enter any sooner unless otherwise instructed by a teacher. No one is allowed in a classroom unattended.
• Weather permitting; the students assemble in the schoolyard. If the weather is inclement, the students will use the rear door and sit quietly in the cafeteria.
• Dismissal time is 2:45 p.m. **Due to safety reasons; parents are not allowed to park, drop-off or pick-up their child in the upper parking lot behind the school. Parents are to park by the Church and may walk students to the back door of the school.**

2. **Attendance/Absence** - When a student will be absent due to illness or emergency, it is the responsibility of the parent/guardian to notify the school office either by a telephone call, in a note delivered by another person, or in person between 7:30 – 9:00 A.M. to explain the nature of the student’s absence. This must be done by the parent/guardian only. **A student cannot notify the school him/herself.**

• Students are responsible for any work missed during absence from school. **Parents should arrange to pick up the student’s work by calling the school ahead of time so that the teacher can assemble the child’s work. The work that the child has missed will be sent to the office for the parents to pick up after 2:45.** All work must be turned in within a week upon their return.

3. **Tardiness** – Students are to report to school by 8:00 a.m. Classes commence at 8:10 a.m. Students entering school **after 8:00 are marked tardy.** A student who arrives late for school is to report to the office, prior to going to her/his class.

4. **Early Dismissal** – Each student must be aware of arrangements made for him/her in case of early dismissal due to school vacations, snow or other emergencies. **Emergency numbers are to be submitted, updated and sent to the school office for this purpose. Parents/Guardians must sign a log in the office when taking their child out of school before regular dismissal.**

• When it is absolutely necessary for a student to be excused early, a note to that effect is to be submitted to the office. Parents are asked to make doctor, dentist and other appointments as close to the end of the day as possible.
• If parents wish to take their child out of school for any reason, it is expected that the Principal and Teacher be made aware at least one week in advance.
• During the academic school year, the administration strongly discourages vacation during scheduled school days. Students will be required to make up any missed work within a week of their return.

5. **Snow/Emergency Policy** - If severe weather, snowstorm, or other emergency causes school to be canceled or have a delayed opening (9:30am first bell), you will receive an automated phone notification from **Alert Solutions**. You can also check the following for closings:

   a. Cablevision News 12
      Website: [http://www.news12.com/Home](http://www.news12.com/Home)

If there is a school emergency and the local police inform us NOT to send the students home and some parents still feel the need to pick up their child, we ask that you adhere to the following policy of picking up your child: Parents are to come to the backdoor of the church basement, the Principal or School Secretary will be there. Please inform them if you want to take your child home. We will bring your child to you. Groups of parents coming into the church basement may cause unnecessary panic. **Please keep your emergency contact forms updated!!!**

6. **After School Program** – An extended care program will be held after school from 2:45 – 5:30 PM. Parents must complete the application and agreement forms. On half days, the After School Program will remain in effect unless you are notified. A parent must notify the office with any changes in participation.
SCHOOL DRESS CODE

All students are to wear the complete uniform daily unless parents receive notification of a change. Uniforms are to be purchased from:

Co-Ed Uniform Company, 100 Broadway,
Elmwood Park, NJ 07407,
Phone: 201-796-0833

a. Girls: Grades K-4 - plaid box pleat jumper
   Grades 5-8 - plaid box pleat skirt, navy blue vest
   All Grades - white long/short sleeve blouse (white turtleneck, optional, under blouse in winter)
   - navy blue or black ankle / knee socks (Optional in winter - navy blue or black leggings or blue tights)
   - navy blue sweater with the school logo
   - black or navy blue school shoe (no sneakers, clogs, platforms)

b. Boys: All Grades
   - navy blue trousers
   - white long sleeve turtleneck with school logo
   - light blue knit polo shirts – long and short, can be worn all year
   - dress shoes (no sneakers)

c. Summer uniform: In September through October and from April 15th through June, students may wear the summer uniform which consists of uniform navy shorts, the uniform light blue logo knit shirt, navy ankle socks, black school shoes, (no substitutions). All students are allowed to wear the light blue knit shirt with their navy pants or plaid skirt.

d. Gym uniform: Winter and cooler months: gray sweat shirt and sweat pants, gray T-shirt with school logo and white sweat socks with sneakers. Spring and warmer months: navy blue shorts, gray T-shirt with school logo and white sweat socks with sneakers.

If a child is not properly attired for gym, he/she will not participate for that class period and parents will be notified.

e. Dress-down Days – On TAG Days, NUT-card days, or other dress-down days, students are still required to dress modestly. Hemline for shorts or skirts should be no more than 2 inches above the knee. Girls should avoid clingy tops or leggings worn instead of pants. T-shirts should not have offensive images or language.
Any fad deemed inappropriate by the principal will not be permitted, including: boots, clogs, platforms, open-toe shoes, extreme or fad hairdo or dyed hair, cell phones, electronic/battery portable game players, walkman-type personal stereos, etc., bandannas, nail polish (ONLY colorless is allowed), artificial nails or makeup, keys strung around the neck. No jewelry, except a watch, one religious necklace and one ring. Girls may wear one pair of small earrings in the earlobe (no other area accepted). Boys are not permitted to wear earrings.

GENERAL POLICIES AND PROCEDURES

1. CODE OF CONDUCT
   St. Nicholas is valued as a Catholic School because students are taught respect for one another. The students must know what is expected of them, and they must be aware of what will happen if they fail to follow behavioral prescriptions. Therefore, St. Nicholas School will follow a code of conduct to serve as a mechanism for informing students, parents, and teachers about ground rules for behavior in the school setting.

2. STUDENT BEHAVIOR
   a. Students are required to be respectful to those in authority, to act in a disciplined, orderly manner, and to treat each other with dignity. Parental support and encouragement is required in helping the school to develop the child’s unique personality.
   b. In church, behavior must be in respect for God, and the pastor or the presiding celebrant. Sunday attendance at church reinforces what the child is taught while in St. Nicholas’ school.

3. CARE OF TEXTBOOKS
   a. All textbooks must be neatly covered at all times. All books are to be kept in good condition and carried in a book bag. If books are lost or damaged, students will be charged for lost or damaged books.
   b. Lost textbooks must be replaced immediately. The cost of these books can be determined by checking at the school office, and that amount is to be paid to the office at the time of the loss.

4. RESPECT FOR SCHOOL PROPERTY & THE PROPERTY OF OTHERS
a. Students are to care for and respect school property and the property of others.
b. Care should be taken in the rest rooms to follow the rule of cleanliness. If a student is at fault and responsible for property damage, she/he will be required to pay for, or replace it.

5. CHILD ABUSE
New Jersey law requires any person who has “reasonable cause” to believe that a child has been subjected to child abuse or acts of child abuse, to report the same promptly to the Division of Youth and Family Services by telephone or otherwise.

6. SEXUAL HARASSMENT
Threats of violence and other forms of abusive expression, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendoes and comments directed at a person’s gender are inappropriate and will not be tolerated and disciplinary actions listed below will be followed.

7. CUSTODY
Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known. Divorced parents who do not have child custody have access to pupil records, unless the school has been notified in writing, from proper authorities, that a court of appropriate jurisdiction has terminated parental rights.

DISCIPLINARY CONSEQUENCES AND DETENTION

With an understanding of the purpose of discipline in a school, children can form a correct attitude toward it, and not only do their part in making their school an effective place of learning, but also develop the habit of self-restraint which will make them better persons and more productive citizens.

A. When a child has been deliberately disobedient or uncooperative, the following procedures are followed:
   (1) The teacher discusses the problem with the student.
   (2) Verbal or written notification will be communicated to the parents.
   (3) If there is still no improvement, a parent-teacher-student meeting will be called.
(4) If behavior does not improve after this, the principal and/or pastor will meet with the parents, teacher and student. Arrangements will be made to have the student suspended for one to three days, depending upon the circumstances. The student is responsible for obtaining the material covered during the period of suspension.

(5) Student will be deprived of extracurricular activities.

(6) Expulsion will be used as the very last resort and only after the matter has been discussed with the parent/guardian, the pastor, and with the approval received from the Superintendent of the Diocesan schools.

B. The following are considered **EXAMPLES OF MISBEHAVIOR**, which may warrant a detention being given:

1. Classroom responsibility – not meeting the rules established by the teacher
2. Defiance of authority – refusing to comply with requests of school staff
3. Disorderly conduct – including profanity and obscene behavior
4. Cheating on tests, examinations and projects
5. Going off school grounds during school hours without permission
6. Verbal abuse – using statements that threaten, harm or harass another person
7. Forgery – writing or using the signature or initials of another person
8. Stealing – taking property of others without permission
9. Serious roughness – fighting, throwing rocks, snowballs, or dangerous objects
10. Destroying or defacing school or personal property

C. Parent Conference with possible in-school suspension, possible suspension or possible expulsion:

a. A student having drugs, alcohol, weapons/knives or tobacco in his/her possession
b. Serious disrespect of any school personnel
c. Fights resulting in bodily injury
d. Immorality

The principal informs the pastor and the Paterson Diocesan Office of the suspension and pending action.

**Suspension and Expulsions are marked on student’s records.**

**Students who have been suspended from school WILL NOT BE PERMITTED to participate in SCHOOL FIELD TRIPS.**
ST. NICHOLAS UKRAINIAN CATHOLIC SCHOOL
ANTI-BULLYING POLICY

We at St. Nicholas Ukrainian Catholic School, in teaching as Jesus did with love, care, and discipline, believe that all students are entitled to:

1) A safe and civil environment
2) A loving and caring environment
3) An environment that recognizes the individuality and dignity of each child
4) An environment that fosters life-giving relationships within the school community

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, along with harassment and intimidation, are violent behaviors that disrupt both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

We at St. Nicholas Ukrainian Catholic School prohibit acts of harassment, intimidation, or bullying of any student, teacher, administrator, classroom aides, other school employees, or volunteers.

Expected Behavior of Students

All students are expected to act with integrity, civility, responsibility, and self-control. This expectation is directly related to our educational objectives for students to learn to be responsible for and accept the consequences of their behavior. Integrity, civility, responsibility, and self-control are necessary for establishing and maintaining a safe, orderly, and inviting environment.

Bullying Defined

Harassment, intimidation, or bullying means “any gesture or written, verbal, or physical act that is reasonably perceived as being motivated either by any actual or 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 by any other distinguishing characteristic, that takes place on
school property and/or at any other functions, on or off school property, that involve St. Nicholas students.”

Types of Bullying

1) Physical – hitting, kicking, spitting, pushing, taking and/or damaging personal property, extorting money, blocking or impeding student movement, or unwelcome physical contact, including with thrown or foreign objects.
2) Psychological – name-calling, rumor-spreading (verbal/written/text messaging), gossip, manipulating social relationships/engaging in social exclusion/shunning or intimidation.
3) Verbal – taunting, malicious teasing, insulting, name-calling, or making threats.
4) Any form of abuse – (physical, emotional, ethnic, racial, or sexual advances)
5) Internet bullying – cyber-bullying

Reasons for Bullying
a. Feelings of superiority
b. Feelings of inferiority
c. Family problems
d. Abuse at home

Prevention of Bullying

1. Parents and school community working together will promote a caring school community.
2. Children will be given the opportunity to discuss issues surrounding bullying.
3. Children will be taught conflict resolution.
4. Promote a “non-violent” policy in the home and local community.
5. Listen to and report any concerns regarding bullying so appropriate action can be taken.
6. Methods of dealing with and responding to bullying.

All members of our school community have the right and responsibility to report any known cases of bullying or negative social behaviors in order to keep our school safe. Everyone has the right to be respected; therefore, students who practice
This policy encourages all to be aware of bullying and to report it. Students, parents, teachers and staff, and school administration are encouraged to report and help prevent bullying from happening or continuing.

**Reporting Bullying**

Incidents of bullying should be reported immediately to teachers, staff, and school administration. Reports of bullying will be documented and investigated promptly by school administrators. Parents will be notified by telephone, e-mail, or written report of acts of bullying. Included in this policy are forms appropriate for documentation and reporting acts of bullying, as well as a detailed list of consequences for actions that are determined by the investigating administration to be deemed legitimate acts of bullying.

Anonymous accounts of bullying will be permitted in the form of a written document that can be filled out, detailing the incident of an act of bullying and placed in an anonymous bullying receptacle. However, formal disciplinary action will not be based solely on the basis of an anonymous report or uncorroborated report following an investigation.

**Retaliation**

Retaliation or reprisal of any sort against any person who reports an act of harassment, intimidation, or bullying is prohibited and will be dealt with by suspension.

**False Reports**

Any person found to have falsely reported or accused another as a means of retaliation or as a means of harassment, intimidation or bullying will be dealt with by suspension.
Consequences of Bullying

Once it is determined through an investigation that a student has bullied, harassed, or intimidated another, then counseling, corrective discipline, and/or notification to law enforcement officials will be enforced. Age-appropriate intervention will take place, and the one who was victim to the bullying will be supported and will be helped to feel safe again. There are other consequences based on age that will also be enforced.

Consequences

**Grades 4-8**

**First Offense** will result in speaking with the Principal, and the meeting and the incident will be reported. Parents of child/children will be notified, as well as teachers. Students will fill out a Student Report for Bullying, along with signing an Anti-Bullying Agreement Form. Student may receive detention or suspension as a consequence of his/her actions.

**Second Offense** will result in a meeting with not only the Principal, but the parents and teachers as well. The meeting will be documented again, and the child will receive a punishment, such as more detentions or suspensions on separate school-days.

**Third Offense** will result in expulsion from school.

**Grades 1-3**

**First Offense** will result in teacher and student conference and a warning to be signed by the parent or guardian. The child will also apologize to student/students targeted.

**Second Offense** will result in a meeting with the teacher(s), student(s), and parent(s) to discuss ways to prevent this behavior. This will result in loss of recess or some kind of free time or detention.
**Third Offense** will result in a meeting with the teacher, parent, child, and Principal. This will also result in a detention or possible suspension.

**Fourth Offense** will call for In-School Suspension and a discussion of possible expulsion from school.

**Kindergarten/Pre-Kindergarten**

After a period of acclimation (one to two months) to school and an understanding of appropriate school behavior, the following consequences will apply:

**First Offense, Second Offense, and Third Offense** will result in the same consequences as Grades 1-3.

**Fourth Offense** will result in calling the parent to pick up their child and take him/her home for the day.

We require every parent and student to read this policy, understand, and sign an acceptance form. Any student violation of this policy may be subject to disciplinary action, up to and including expulsion. We ask students to immediately report incidents of bullying to the teacher, Principal, or authority figure in charge at the time.

Please sit down with your child/children and read the policy together discuss it, sign it, and return to the homeroom teacher. Parental signatures and date must be included.

**EDUCATIONAL PROGRAM**

1. **RELIGIOUS INSTRUCTION**
   St. Nicholas School is a Ukrainian Catholic school of the Byzantine Rite. Our education embraces knowledge of our rite as we encounter it in daily living. Every child who attends St. Nicholas is present for Religion classes and also any related activities, such as Confession. Students attend Divine Liturgy whenever scheduled.

2. **GOVERNMENT PROGRAMS**
Remedial reading, remedial math, speech therapy, ESL (English as a Second Language), and Child Study Services are provided through State funds. Parents of students who may need to benefit from the auxiliary services will be notified. Parental permission is required for entrance into these programs. We also participate in the National School Hot Lunch Program.

3. SECONDARY SUBJECTS
   Computer Education (Students in K-8), Physical Education, Library and Music classes are provided once a week. Ukrainian is taught to students in grades K-8 four times a week.

4. TESTING
   Our school participates in diocesan and state testing programs. During the year, grades 4 and 7 are administered Writing Assessment tests; Grades 3-7 are administered Terra Nova Tests and Grade 8 take the COOP test. Grades 5 and 8 are administered the ACRE test (Assessment of Catechesis Religious Education).

5. HOMEWORK
   Homework is always understood to be assigned each day. Homework is both a study and review of work completed in class and it is also an anticipation of the work to be taught. The homework is in two parts – study and written. All students are to come to school prepared, i.e. having studied the materials and done all the required work. Parents should review homework as an opportunity to improve Home-School communications. They should monitor their student’s homework and observe the work habits and progress in the learning process. As a general guideline, the following is recommended:

   Kindergarten…10-15 Minutes     Grades 1 and 2…20-30 Minutes
   Grades 3 and 4…30-60 Minutes    Grades 5 and 6…60-90 Minutes
   Grades 7 and 8…90-120 Minutes

   Grades K through 4 – Parents of students who fail to complete homework will be notified by the teacher. If parent/teacher communication does not eliminate the problem, the Kindergarten through 4th grade student will serve consequences as listed for Grades 5-8.

   Grades 5-8 – After three incomplete assignments or no homework at all, the teacher will send the parent a notification of detention to be served on a given day. In addition to serving the 40-minute detention, the student is responsible for completing the assignments.
6. STUDY HABITS
   An important objective of education is to teach a child how to study. The following are a few suggestions to help children develop good study habits:
   a. Check the assignment notebook for work assigned.
   b. Have a definite time and place to study.
   c. Assemble all materials before starting the assignment.
   d. Turn off the television and radio.
   e. Complete one assignment before starting another.

7. REPORT CARDS
   Report cards are issued quarterly – November, February, April and June to inform parents of their child’s progress. The first quarterly report card is given to the parents at a teacher/parent conference. The envelopes of the report cards are to be signed by the parents and returned the next day. The marking system is based on tests, class work, homework assignments, class participation and an effort to improve. Progress reports will be issued mid-point of each marking period.

   GRADING SCALE:

   **K- Grade 3**
   4 = Exceeds Proficiency
   3 = Proficient
   2 = Developing
   1 = Beginning
   NM = Not measured at this time.

   **Grades 4-8**
   A+ = 97 - 100
   A  = 93 – 96
   B+ = 89 – 92
   B   = 85 – 88
   C+ = 80 – 84
   C   = 75 - 79
   D   = 70 – 74
   F   = 69 and below

   Promotion to the next grade level is not based on grades alone. The student’s age, maturity, intelligence and total achievement are also considered. Parents will be notified a few months in advance if his/her child is to be retained in the same grade. Therefore, cooperation between home and school is essential to help meet the child’s religious, intellectual, social, emotional and physical needs. For this
reason, parent conferences are scheduled once a year or whenever necessary throughout the school year. Parents are encouraged to confer with their child’s teacher, and if necessary, the principal and pastor.

Parents may make appointments to see a teacher any time, but no teacher may be disturbed during class time or during her/his lunch period. If you wish to contact a teacher after school, the office must be informed first to verify if the teacher is available.

8. **GRADES**
   If a student has been absent for more than one half of a marking period, the school is not required to assign marks for that period.

9. **HONOR ROLL**
   **Grades 4-8**
   - Distinguished Honors – All A’s
   - First Honors – A’s and no more than two B+’s
   - Second Honors – All B’s or higher.
   All of the above honors include good conduct and effort. A student with any number in the “Areas of Improvement,” will not qualify for the Honor Roll.

10. **PROMOTION AND RETENTION**
    Pupils completing a grade’s work with passing grades will be promoted to the next grade. If a child has failed two major subjects, he/she cannot be promoted to the next year without successful completion of summer school with a passing grade. Retention of a pupil in a grade for a second year will occur if a child has failed three major subjects or if the teacher believes that the child’s maturity, combined with their lack of academic progress, would severely hinder the child if they were not retained in that grade. Retention is not a preferred action, but when necessary, it is recommended to be limited to primary grades. Parents will be notified by mid-year if there is the possibility of their child being retained.

**MISCELLANEOUS**

1. **FIELD TRIPS/CLASS OUTINGS**
   The teachers plan class outings as an integral part of the curriculum. A parental permission slip (along with the full amount of money due, if required) must be returned to school by the date given before that child is permitted to participate in any class outing that requires transportation from the school property. PTA sponsors the school trips, which also require parental permission. **Overnight trips for students in grades K –**
8 are not permitted. The principal always reserves the right to exclude a student from participation in a field trip because of unacceptable behavior patterns.

2. **HEALTH SERVICES**
Our Health Office is staffed by a nurses’ aide, who is in attendance on assigned days. A school doctor does physical examinations with parent’s permission for designated classes. Students are not allowed to carry medication of any kind on their person at any time. No medication will be dispensed by the school without written parental approval and directions. When medicine is required to be taken in school, it should be sent to the nurse or office in the original prescription bottle accompanied by an explanation note from the doctor. Medication is to be taken in the presence of the nurse or staff member. Parents/Guardians are required to inform the School of any and all health problems affecting their child that may be of concern in assuring the safety and well-being while in attendance. This information is to be noted on the health forms and emergency contact forms.

3. **FIRE DRILLS**
Fire drills are conducted every month as required by law. Pupils are instructed in the proper conduct, ways of exit and other procedures to be followed. Students should observe silence during a fire drill. Students should walk and not run after hearing the fire alarm.

4. **CAFETERIA RULES AND BEHAVIOR**
   a. Quiet conversation is permitted while eating at the table.
   b. Table manners should be practiced.
   c. Each child is responsible to leave her/his place clean, orderly and remain seated until excused by a teacher.

5. **TELEPHONE**
During the school day, only messages of urgent importance will be delivered to students. Students are to refrain from using the office telephone, except in cases of emergency, and only with the permission of the principal or secretary. *Students may not use cell phones in school.* If a student is caught playing or using a cell phone in school, it will be taken away and will be held until the parent/guardian comes to school to retrieve it.
7. **VISITORS TO THE SCHOOL**

8. Parents and others are always welcome at St. Nicholas Ukrainian Catholic School. However, they are not to disturb the teachers or children while class is in session. This instructional time must not be utilized for any other purpose. Anyone coming into the building during school hours is to report to the office immediately. Business is transacted during school hours is to report to the office immediately. Business is transacted through the Secretary.

7. **EMERGENCY FORMS, NOTICES, NEWSLETTERS AND CALENDARS**

a. Each student is required to have an **Emergency Contact Form** on file. Parents are required to notify the office of any address, phone # or employment changes throughout the school year.

b. School calendars and newsletters concerning school activities are sent home each month.

c. Notices and information are sent home in a Communicator Envelope on Fridays, but may be sent home on other days when important information needs to go home. Some of these bulletins are sent home only to each family through the oldest child who is in attendance at St. Nicholas School. Please read and attend to the items included in each bulletin. These are sent home for your information. Post the calendar so that you are aware of the school activities throughout the month.

d. When forms are sent home to be completed, parents should be punctual in returning them.

e. It is the parent’s responsibility to ask their child and/or to check their folders and book bags for any notices.

8. **STUDENT ACTIVITIES**

Student activities are special events, which foster positive self-esteem and compliment classroom instructions and our curriculum. These activities take place throughout the year and are bridges between the school and community. Activities include: Sodality, Altar Boy Society, May Procession, Catholic Schools Week, Annual Christmas Program, Christmas Caroling, Math-a-Thon, Yearbook, Spelling Bees, Bake Sales, Book-It Pizza Hut Program, Various Contests, School Book Fair, Pysanky.

9. **BIRTHDAYS**

Children are permitted a free Dress-down Day on their birthday. Parents are welcome to provide treats for their child’s birthday. Please notify your child’s teacher of this event 1-2 days prior to the birthday snack so that preparations can be made. Additionally, should parents desire to distribute party invitations.
during the school day, it is imperative that an invitation be given to every child in the class. Should parents desire to exclude any classmate, all invitations should be distributed at home and not in the classrooms.

PARENTS AS EDUCATORS

Parents have the first and foremost obligation of providing and supervising the education of their children. They are the initial teachers who should strive to create a family atmosphere filled with love and respect for God and others. Thus, the family is the first school and the parish school is an extension of the education that begins at home.

The attitude of the parents toward the school, its faculty, its rules and regulations will be reflected in the attitude of their child. In fostering a good attitude, parents need to:

1. Maintain a united spirit regarding the extension of parental authority within St. Nicholas Ukrainian Catholic School.
2. Remember that each child is different and it is very important to have a fair idea of your child’s capabilities. Success is not entirely connected with a high I.Q. but is a combination of many character traits, individual experiences and environmental factors. Be aware of these factors and encourage your child to do his/her best. Don’t frustrate a child’s expectations beyond her/his capabilities.
3. Always encourage your child to do a good job. Go over tests and report cards in a way that will help him/her to do his/her best. Allow him/her to take pride in his/her accomplishments and recognize her/his shortcomings.
4. Guide your child regarding the time he/she spends viewing television and the choice of program.
5. Remember that criticism, complaints, gossip and words spoken in anger or jest are absorbed by a child and become a part of his/her education.
6. Be cognizant of the fact that discipline has to be taught. It cannot be learned at school if it has not been taught at home first. Let your child experience a consistency between home and school.
7. Encourage your child to develop proper attitudes toward school and learning.